Duties of District Accountant

Monitors the municipal financial and accounting system of the district, performs technical accounting, financial, and computerized functions in maintaining the fiscal records of the district. This requires exercise of judgement and initiative to ensure that transactions conform to law and to professional standards.

Bi-weekly payroll

Weekly payment of invoices

Record journal entries

Monthly cash and

Reconciliation of balance sheet accounts along with reviewing income and expense accounts to check for propriety of account distribution

Assist with annual budget preparation

Set up annual meeting and prepare warrant, motions, budgets and annual reports to be distributed

Prepare free cash certification worksheets annually and submit to state- including combined and individual balance sheets, undesignated fund balance rollforward, and various other schedules

Annually assist the Director of Assessing in preparing necessary schedules to set tax rate for the District

Attend two monthly meeting after hours – one for Prudential Committee and another for Water Commissioners

Schedule monthly meetings for the Prudential Committee; record minutes and write up minutes.

Benefits administrator, includes attending quarterly Hampshire Group Insurance Trust meetings

Contact person for general insurance and workers comp renewals along with providing information for annual worker’s comp audit.