



TOWN OF DOVER

BOARD OF SELECTMEN

5 SPRINGDALE AVENUE
P.O. BOX 250
DOVER, MASSACHUSETTS 02030

David W. Ramsay
Town Administrator

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Town Accountant

The Town of Dover (population 5,987) seeks qualified applicants for the position of Town Accountant. Responsibilities include preparation and monitoring of a \$30 million budget; maintaining comprehensive financial records; and generating required periodic internal and state reports. Ensures compliance with all applicable state/federal laws related to finance and procurement, and DOR regulations; audits and reconciles cash, receipts, expenditures and revolving accounts; approves payroll and payable warrants. Thorough knowledge of UMAS, GAAP and GASB required, as well as familiarity with Mass. General Laws related to finance. MMAAA certification and experience with KVS software is desired. Works under the administrative direction of the Town Administrator. Must have strong communication skills and be able to work cooperatively with all town departments, committees and volunteers.

A bachelor's degree in accounting or a related field plus five years of experience in accounting or financial management with experience in municipal accounting preferred, or an equivalent combination of education and experience desired. This is a full-time, salaried position with benefits (DOQ).

Employment applications may be picked up Monday – Friday between 9:00AM and 5:00PM in the Selectmen's Office at the Dover Town House. Completed applications along with cover letter and resume should be submitted to the Board of Selectmen, 5 Springdale Avenue, P.O. Box 250, Dover, MA 02030 by March 31, 2010.