



# Town of Hudson, NH

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**Department:** Finance  
**Subject:** Job Description

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<b>Title:</b> Town Accountant	<b>Revision Dates:</b> 3/12/2025
<b>Union:</b> Hudson Police, Fire, and Town Supervisors Association	<b>Review Frequency:</b> Upon Hiring / 3 years
<b>Origination Date:</b> 9/12/1996	<b>Review Dates:</b> 3/12/2025

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A. Accountability

Under the supervision of the Finance Director.

B. General Duties & Responsibilities

The Town Accountant is responsible for managing all financial records, ensuring compliance with accounting standards and regulations, and providing financial information to various departments and elected officials. The Accountant oversees budget preparation, expenditure monitoring, and the generation of financial reports. Additionally, the Accountant supervises accounting staff and collaborates with other departments to ensure proper financial management.

C. Specific Duties & Responsibilities

- Control and maintain financial records for the General Fund, Capital Projects Fund, Sewer Fund, Agency Fund, all Grants requiring Special Revenue Fund accounting, and any other funds as assigned.
- Monitor and record all Town journal entries from opening to closing, including all adjustments.
- Reconcile accounts to subsidiary ledgers, collaborating with the Town Treasurer, Tax Collector, and departments.

- Monitor and adjust expense and revenue activities; report impacts on financial statements.
- Prepare interim financial statements quarterly.
- Provide and reconcile revenue and expenditure reports for all departments and legislative bodies.
- Organize all necessary documentation for the annual audit and complete State form MS-5.
- Prepare annual cash flows for General and Sewer Funds, updating monthly.
- Develop revenue and expenditure projections for both funds for budget planning
- Supervise all Town billings and receipts, reconcile collections and outstanding balances.
- Implement improved billing procedures across services, including Police Details, Sewer IDA, Ambulance, and Capital Assessments.
- Assist the Tax Collector in recording and reporting on tax and sewer collections, Town Clerk collections, and outstanding balances.
- Assist departments in obtaining, recording, and reporting State and Federal grant activities.
- Prepare and maintain personnel financial information; project annual benefit costs.
- Assist departments in computerized budget requests; assign new department and commodity codes as necessary.
- Maintain updates and financial reports for all departments, administration, and legislative bodies.
- Supervise weekly payroll processing and program management.
- Review payroll for accuracy prior to check release.
- Manage employee pay deductions (e.g., taxes, pension, health insurance, union dues).
- Ensure timely deposit of all employee withholdings.
- Maintain compliance with Federal and State deposit and reporting requirements.
- Prepare and file required Federal and State payroll reports:
  - Weekly: Form 8109
  - Monthly: Massachusetts Form M-942
  - Quarterly: Federal Form 941, NH Form C-2, MA Form M-2
  - Annually: Federal Form 940, W-2s (~350), magnetic media tapes, Forms
- Manage Flexible Benefit Program, enrollments, renewals, and updates (~130 employees).
- Process new hire enrollments, terminations (including COBRA compliance), and retirement benefits.
- Administer short-term and long-term disability claims.
- Respond to employee benefit inquiries and review vendor billings for accuracy.

#### D. Knowledge, Skills & Abilities

The employee must be able to demonstrate proficiency in the performance of the following essential job functions:

- Ability to gather, assemble, and analyze data, draw conclusions, and recommend appropriate action.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP) applicable to municipal finance.
- Ability to establish and maintain effective working relationships internally and externally.
- Sound judgment and experience in financial planning and goal achievement.
- Skill in maintaining accurate records and producing comprehensive reports.
- Clear, effective communication skills, both oral and written.
- Thorough understanding of accounting standards, IRS regulations, and applicable State and Federal laws.

E. Other Considerations and Requirements

1. This is a physically sedentary position and the employee is not required to do extensive physical exertion. However, the work environment can be stressful. Work demands can exceed a 7.5 hour work day.
2. The nature of the position requires the employee to possess sound leadership qualities, unquestioned integrity, self-discipline and confidentiality.
3. Employee must have the ability to diagnose problems, make judgments and effective decision.
4. Employee must have the ability to establish and maintain effective relationships with employees, elected officials and the general public.

F. Abilities

- Effective verbal communication with adequate corrected hearing for in-person and telephone conversations.
- Sufficient corrected vision to view monitors and distinguish colors.
- Ability to climb stairs, operate office equipment, and carry documentation or electronic devices as needed, including up and down stairs.