



The Town Accountant manages the Town's municipal accounts, accounting systems and accounting controls.

Town Accountant performs all accounting and bookkeeping operations inclusive of reviewing transactions, making detailed and summary postings, maintaining the general ledger, receiving and approving purchase orders, encumbering funds, receiving, reviewing and preparing payment authorizations, reviewing all invoices, preparing payment warrants, assisting in the preparation of the annual budget, producing routine and ad hoc financial reports, preparing audit information and closing accounts at year end.

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