



Job Title: Finance and Accounting Specialist

Department: Finance

Date: 9/18/2026

FLSA Status: Non-Exempt

Bargaining Status: Non-Union

Expected Salary: \$60,000-\$65,000

GENERAL DESCRIPTION

The Finance and Accounting Specialist will act as the point of contact between the different elements of the accounting department, including accounts payable, accounts receivable, and external parties, such as vendors, citizens, or lenders. Working under the direction of the Finance Director, the Finance and Accounting Specialist will be responsible for the preparation of financial reports, including budget reports, bank reconciliations, general ledger maintenance, inventory and fixed asset records, special projects, and cash management. A significant function of this position includes payroll management and all related benefits administration.

DUTIES AND RESPONSIBILITIES

- Working with other members of the accounting department to compile, analyze, reconcile, and report financial data.
- Creating and posting journal entries.
- Reconciling Cash and Investment Accounts.
- Creating and assisting with presenting budget reports and supplemental materials as assigned.
- Managing fixed asset inventory and reporting as needed.
- Assisting with internal and external audits, preparing work papers and schedules and identifying and resolving discrepancies.
- Managing payroll using accounting software including tax payments and other liabilities.
- Reconciling payroll liabilities, and retirement accounts.
- Managing employee benefits and onboarding process.
- Using financial software and entering information into company files or databases, ensuring that all financial records are complete and accurate.
- Enforcing financial, fixed asset and inventory controls along with maintaining associated records and reconciliations.
- Staying current on local, state, and federal financial regulations and policies.
- All other duties as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE

- Bachelor's degree in accounting, finance, public administration, business administration, or a related field and four (4) years of relevant experience, OR,
- High school diploma, and eight (8) years of relevant experience.
- Municipal experience in accounting and payroll is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to prioritize tasks and manage changing deadlines.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with vendors, suppliers, and staff.
- Ability to use basic office equipment such as telephone, calculator, photocopier, and computer with applicable software applications.
- Significant experience and capability in the use of Microsoft Office Suite and accounting software is required.
- Town employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
- In addition to the above requirements, all Town positions require the ability to read, write, speak and understand the English language as necessary, including the ability to follow written and oral instructions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. While performing the duties of their job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents. The employee may occasionally lift and or move items of light weight, typically less than twenty-five (25) pounds.

Incumbent must be able to see and hear in the normal range with or without correction; communicate both verbally and in written form with great facility and be understood; and operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

HOW TO APPLY

Interested candidates should submit a cover letter and resume to employment@townofmccandless.org. Review of resumes will begin immediately and continue until the position is filled. The Town of McCandless is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are to be based on merit, competence, performance, and business needs. The Town of McCandless does not discriminate on the basis of race, color, religion, marital status, gender, national origin, ancestry, age, physical or mental disability, pregnancy, genetic information, veteran status, or any other status protected under federal, state, or local law.