

ORG FUNCTION: FINANCE
Department Number 135

Linda Catanzariti
Town Accountant

Salaries:	\$ 314,251	10%
Expenses:	\$ 6,030	15.5%
Total Budget FY24:	\$ 320,281	10.1%

Mission & Services Overview

MISSION: To work in collaboration with the Finance Team to maintain the Town’s fiscal stability and accountability. The Town Accountant is responsible for the general oversight of all Town financial records. This oversight includes processing and recording all financial transactions of the Town. The department safeguards the financial resources of the Town to ensure compliance with all applicable laws and coordinates the annual outside audit.

SERVICES: The department reviews all contracts, purchase orders, and invoices for completeness and accuracy as well as the processing of all applicable payments. The department is also tasked with completing the yearly 1099 Federal reporting. The Town Accountant, along with the Finance Team, implements recommendations made by the Town’s outside auditors through the annual management letter. The department also prepares and manages year-end close and prepares various reports and analyses for the Commonwealth and other governmental units.

FY23 Accomplishments

- Free Cash was certified two weeks earlier than FY22
- Submitted FY22 Schedule A six weeks earlier than prior year
- Continue collaborating with School Business Operations Manager to streamline contract processes
- Finalizing Financial Policies & Procedures SOP

FY24 Goals and Objectives

- Continue with general ledger housecleaning, specifically police details, liability accounts & repurposing unspent capital project funds
- Work with the school staff on the MUNIS software transition
- Update accounting information on the webpage
- Provide training to staff to become MCPPO certified
- To beat out Building in the Christmas decorating contest

Organizational Chart & Personnel Accounting

Authorized: 4

On-Hand: 3

Vacant: 1

