



**OFFICE OF THE  
TOWN ADMINISTRATOR**

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Grafton, MA 01519  
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Town Administrator: *Timothy P. McInerney*  
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**JOB POSTING**

**Town Accountant**

The Town of Grafton is accepting applications for the position of Town Accountant, under the administrative direction of the Town Administrator. This position involves considerable interaction with other department heads and staff. Responsibilities include establishing policies and procedures to ensure fiscal accountability for all town departments. Experience in, and strong knowledge of high level public/private sector accounting standards with an emphasis on municipal accounting; excellent oral and written communication, as well as exceptional public relations skills are essential; must excel in mathematics; proficiency with Softright, and Microsoft Office Suite (Word, Excel, etc.).

Must have a working knowledge of the rules, regulations, policies and procedures pertinent to Town of Grafton and the State of Massachusetts accounting regulations and statutes. Qualifications for this position include a Bachelor's degree, or equivalent; five to seven (5-7) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. For full posting and to apply on line go to [www.grafton-ma.gov](http://www.grafton-ma.gov). Open until filled. Salary D.O.Q.

Bulletin Board  
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