

Position Title: Town Treasurer

Statement of Duties

The Town Treasurer performs highly responsible administrative and supervisory functions involving the receipt, expenditure, recording and custody of municipal funds, instrument of redemptions, debt schedules/statement of indebtedness, the timely investment of funds and the borrowing of money, participates in audits and the custody of tax title properties, foreclosures/auctions within guidelines established by statute and professional standards.

The Town Treasurer is also responsible to operate the municipal payroll system and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction or control.

The Town Treasurer also performs duties of the Assistant Town Collector as needed.

Supervision

The Town Treasurer is appointed by the Board of Selectmen. The Town Treasurer reports to and works under the direct supervision of the Town Administrator or designee. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision.

The Town Treasurer is familiar with the work routine and uses initiative in carrying out recurring assignments independently. In most cases, the work is self-checking, for example; requiring accounts to balance before proceeding.

Judgment

The Treasurer performs responsible functions of a complex nature and must exercise sound independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures.

The Treasurer has access to, and must exercise discretion, regarding confidential and sensitive information. Errors could result in legal repercussions, loss of funds, excessive costs or major financial losses from unauthorized expenditures and deterioration of the Town's financial position.

More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Position Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Essential Functions:

- Performs all functions required by Massachusetts General Laws and as required by local law, policies and procedures
- Maintains custody of all municipal funds and has the responsibility for the deposit and disbursement of these monies

- Oversees the investment of all funds; maintains constant vigilance of the Town's investments; cash position including cash flow projections; evaluates various investment or borrowing options; consults with bankers and advisors regarding investment strategies and timing
- Maintains custody of securities of the Town and trust funds; accounts for income from investments and fund portfolios
- Monitors cash levels in the treasury and arranges temporary or long-term borrowing of funds as necessary for Town needs; pays interest and maturing debt; signs bonds, notes and other papers of credit for the town

Responsible for the issuance of municipal debt and ongoing debt management; works directly with outside bond counsel and financial advisors to achieve compliance with all state and federal statutory requirements for bond issuance

- Receives deposits from all sources having to do with Town business; reconciles statements and makes deposits; transfers funds; prepare checks for the payment of bills
- Performs all functions relating to payroll processing including preparing departmental payroll for submission to the contract payroll service, preparing bi-weekly reports balancing payroll and withholding information. Assists employees with payroll changes and assists new employees with required paperwork including group health insurance coverage and retirement membership/benefits.
- Prepares monthly, quarterly, and annual statements relative to cash, investments, tax title, foreclosures, payroll, employee benefits, and debt obligations.
- Administers group health, life, and disability and county retirement system; processes reports and payments for employees' insurance, pension plan, and benefits plans offered by the Town
- Responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto
- Assists in the preparation of annual financial reports, capital improvement program and annual budget.
- Advises the Town Administrator on budget-related matters; provides advice on request from other Town officials
- Responds to inquiries and requests for information from the public, Town officials and employees, and other government officials, among others
- Performs similar or related work as required or assigned

Recommended Minimum Qualifications

Education and Experience:

This position requires a Bachelor's Degree in accounting or business administration and additional specialized training in municipal finance. A minimum of three (3) years of experience in a municipal or public sector financial management office or five (5) years of experience in an accounting office or a

combination thereof is required. Experience using VADAR or other mainframe-based public financial software system and a working knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) standards and Massachusetts General Laws including Chapter 32 is preferred.

Special Requirement

The candidate must have the ability to be bonded and stay bonded during the entire time as Treasurer.

Knowledge, Ability and Skill:

- Knowledge: Thorough knowledge of the principles and practices of financial management, the Massachusetts General Laws related to treasury functions, legal controls, methods and procedures and other applicable state and federal laws related to municipal finance and taxation
- Working knowledge of Open Meeting Law, Public Records Law, and State Ethics Law
- Familiarity with investment vehicles, banking products and operations; knowledge of the investment market
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, and/or the public
- Ability to prepare accurate financial reports and records
- Ability to communicate effectively in written and oral form; aptitude with numbers
- Ability to work in high pressure situations, as necessary
- Good organizational skills; detail oriented, takes initiative and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Ability to plan and effectively manage Department budget
- Thorough knowledge of computer applications for financial management; proficiency in typing, word processing, spreadsheet, presentation and database software (such as MS Word and Excel and VADAR).
- Honesty, reliability, discretion, and good judgment is absolutely essential

Physical and Mental Requirements:

Work is performed under typical office conditions with occasional exposure to outside elements. Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledgers or photocopy and computer paper (up to 30lbs.).

Duties are largely mental rather than physical, but the job may require use of motor skills for activities such as moving objects, operating a telephone system, calculator, copier, and facsimile machine, frequent use of the computer and/or other standard office equipment, typing and/or word processing, filing, sorting, and operating a motor vehicle.

This is an office-based job in a dynamic municipal office. While performing the duties of the Town Treasurer, the employee is required to work 32 hours per week (Monday – Thursday 8:30 AM – 4:30 PM). The Treasurer is expected to interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed.