

TOWN TREASURER

Definition

Professional, administrative and supervisory work involving the receipt, expenditure and custody of municipal funds, the borrowing of money, and in the custody of tax title properties; all other related work, as required.

Supervision

Position is subject to three year appointment by the Town Administrator. Works under the policy direction of relevant municipal policies and with statutory duties and responsibilities in accordance with all applicable Massachusetts General Laws.

Performs highly responsible functions which require considerable exercise of judgment and initiative, particularly with reference to the timely investment of funds and the borrowing of money within guidelines established by statute and professional standards.

Supervises one part-time employee.

Job Environment

Work is performed under typical office conditions. Workload is relatively stable, but may be subject to fluctuations associated with borrowing, foreclosures and preparation of the debt schedule. In most instances, fluctuations can be anticipated and planned for in advance. Occasional work outside of normal business hours is required.

Operates a computer and general office equipment, such as calculator, copier, facsimile machine, and telephone.

Makes occasional contact with all town departments on a regular basis, with bankers, retirees and new employees, with the relevant retirement board and health benefits organizations, and the general public, including delinquent taxpayers.

Has access to department-related confidential information.

Errors could have legal and/or financial repercussions.

Essential 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.

Plans and directs the receipt, accounting and disbursement of all town funds; invests all town funds, and other special funds, with an emphasis on yield, safety, and liquidity.

Monitors cash levels in the treasury; responsible for borrowing funds for the town 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 both short-term and long-term; ensures that all necessary paper work is in place.

Receives deposits from various sources having to do with town business; reconciles statements and makes deposits; transfers funds; pays bills, employee payrolls, and local obligations; invests town funds.

Prepares requests for proposals for banking services to be provided to the town.

Responsible for tax titles, receipt of payments, discharge of tax titles and foreclosures. Maintains tax title records.

Maintains custody of securities for trust funds; collects, accounts for, and invests income from investments in fund portfolios.

Supervises departmental staff. Hires, fires, disciplines and evaluates employees.

Acts as Human Resources agent for town employees. Oversees employee benefits program, including retirement, insurance, direct deposit, dues and uniforms.

Answers inquiries from property owners, members of the banking and real estate community, and any other interested parties regarding any matter related to the investment of funds and tax titles.

Prepares department budget, financial information for Town Report, quarterly cash reports for the Department of Revenue, W-2 information, and yearly and quarterly reports for the IRS.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in business administration, finance, accounting or related field and at least two years of responsible experience in business or financial management; experience in municipal cash

management desirable; or an equivalent combination of education and experience.

Special Requirements

Certification as a Municipal Treasurer desirable

Knowledge, Ability and Skill

Knowledge. Thorough knowledge of the principles and practices of financial management. Familiarity with investment vehicles, banking products and operations. Working knowledge of computer applications for financial management.

Ability. Ability to establish and maintain effective working relationships with subordinates, town officials and the general public. Ability to prepare accurate financial reports and records. Ability to communicate effectively in written and oral form.

Skill. Office management skills. Skill in computers and appropriate software applications. Aptitude for numbers and details. Organizational skills.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to stand, walk, sit, talk and hear.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.