**Town Treasurer**

1

**Purpose**:

The Town Treasurer performs highly responsible administrative and supervisory functions involving the receipt, expenditure and custody of municipal funds, the timely investment of funds and the borrowing of money, and with respect to the custody of tax title properties, within guidelines established by statute and professional standards.

**Supervision/Supervisory Responsibilities:**

The Town Treasurer is appointed by the Select Board and reports to the Board. 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.

**Essential Functions**:

* Performs functions required by Massachusetts General Laws, such as those contained in the attached summary, and as required by local law, policies and procedures
* Plans, directs, and supervises the work of the Treasurer’s Office, including preparation and administration of department budget
* 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 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; pays bills
* Supervises the preparation of and issues town payroll
* 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 including cafeteria plans
* Responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto
* Assists in the preparation of annual reports, capital improvement program and annual budget.

2

* Advises the Board of Selectmen 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

**Competencies**

* Thorough knowledge of the principles and practices of financial management, including Generally Accepted Accounting Principles (GAAP) and with the Uniform Massachusetts Accounting System (UMAS) of the Massachusetts Department of Revenue, the Massachusetts General Laws related to treasury functions, 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.

**Education and Experience/Other Requirements:**

Bachelor’s Degree in Business Administration, Finance, Accounting or related field and five years of progressively responsible experience in business or financial management; experience in municipal cash management desirable; 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. Must be able to be bonded. Must pursue Massachusetts Certified Municipal Treasurer certification.

**Physical Requirements/Work Environment**:

3

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work is conducted in a municipal office building. While performing the duties of the Town Treasurer, the employee is required 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, and move throughout the municipal office. Lifts/moves objects weighing up to 30 pounds.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.*