

## **Town of Brookfield**

### **TREASURER**

#### **Definition:**

This is a part-time position responsible for the receipt, deposit, investment and disbursement of Town funds. As described in M.G.L. Chapter 41, Sections 35 and 36, the Treasurer is authorized by town meeting to issue debt on behalf of the Town with the approval of the Board of Selectmen. The Treasurer selects, procures and manages the banking services of the Town. Related work in other areas such as preparing the sale of long-term bonds by working with bond counsel and other local officials may be required. The Treasurer is responsible for the administration of personnel policies, payment and records management for town employees. M.G. L. Chapter 41 section 35 requires a treasurer to obtain a fidelity bond within 10 days of appointment and to maintain that bond. The treasurer is expected to obtain and maintain certification.

#### **Supervision:**

Works under the supervision of the Board of Selectmen in accordance with Massachusetts General Laws, municipal polices, objectives and professional standards.

Assumes accountability for departmental results.

Performs highly responsible functions of a complex nature that require considerable exercise of judgment and initiative, particularly pertaining to the timely investment of funds, the borrowing of money within guidelines established by statute and professional standards, and the timely payment of debts.

Supervises two part-time municipal clerks.

#### **Job Environment:**

Work is performed under typical office conditions. The Treasurer's office is small and moderately quiet.

Makes frequent contact with other Town departments, relevant state agencies, banks, bond counsel, and citizens of Brookfield;

Required to attend Town Meetings, occasional meetings of the Board of Selectmen, department head meetings, and other meetings as directed by the Board of Selectmen. Some of these meetings may be held in the evening.

Errors in judgment, of omission, or mistakes in calculations could result in delay and confusion, have legal ramifications, or result in severe 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 duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position)*

1. Responsible for receiving, disbursing and investing all money received by the Town.
2. Prepares cash reconciliations and submits reports to the Massachusetts Department of Revenue.
3. Prepares bi-weekly vendor cash disbursements and issues appropriate vendor checks.
4. Initiates, monitors and resolves tax title and land court accounts, including the preparation of documents required for petitioning for foreclosure and selecting an attorney consistent with M.G. L. Chapter 41, sections 35 and 36.

5. Monitors cash flow and negotiates permanent and temporary borrowing, while keeping necessary documents and notes and maintaining appropriate records.
6. Balances investments and cash flows to ensure maximum interest is earned;
7. Pays and accounts for all amounts due for salaries and wages; receives, accounts for, and disburses all payroll and personnel deduction amounts; files required state and federal tax forms.
8. Assists auditors with the annual financial audit and provides audit reports as required;
9. Supervises and directs the work of two part-time clerical assistants;
10. Must attend Treasurer-Collector School, obtain Treasurer certification, and maintain that certification through attendance at annual professional development workshops;
11. Serves as a member of the Capital Improvement Planning Committee, and
12. Must attend all Town Meetings and may be required to attend other meetings.

**Qualifications:**

A Bachelors Degree in finance, accounting, or a related field and/or three years of responsible experience in business or financial management is necessary. Experience in municipal cash management, cash flow projections, borrowing, financial analysis and reporting is desirable. A thorough knowledge of the principles and practices of accounting and cash management is required. A working knowledge of computer applications for financial management, as well as appropriate software applications is required. She/he must have an ability to work independently, prepare accurate and timely financial reports and records, and to communicate effectively. Organizational skills and aptitude for numbers and details are essential. An ability to interact with people in person or on the telephone is necessary. An equivalent combination of education and experience in the previously mentioned areas may be considered.