

## Treasurer/Finance Director Job Description

### *NATURE OF WORK*

This is responsible administrative and fiscal work in the handling of and accounting for Town funds.

An employee of this class is responsible for the custody, disbursement and investment of Town funds. Work involves cash management; maintaining liaison with outside auditor, banks, and the general public; disbursing funds to cover expenditures; supervising department staff; and preparing and administering department budget. Work is performed under the general supervision of the Town Manager with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices. Much of this work is accomplished through the efforts of staff under the Treasurer. Work is reviewed through observation; verification; internal audit and provides information for fiscal outside audit.

### *ESSENTIAL DUTIES AND RESPONSIBILITIES*

Supervises and is responsible for disbursement of all monies, and for monitoring expenditures and revenues.

Forecasts monies available for investment purposes, checks for best rates and recommends investments for a predetermined period.

Through staff, oversees the maintenance of bank statements for the payroll and general funds.

Posts payroll expenditures and payables; post monthly adjusting entries.

Prints and distributes monthly revenue and expenditure reports to department heads.

Supervises daily preparation of bank deposits and cash-ups.

With staff supervises weekly payrolls, maintaining all employee and employer records.

Prepares and distributes payroll monthly, quarterly, and annual reports.

Oversees the operation of the computer system; is responsible for handling problems and finding their solutions.

Prepares the budgets for administration, protection, employee benefit, and debt service accounts.

Compiles all annual budgets prepared by the various department heads; meets with the Budget

Committee, Town Manager and Council to revise and establish a final budget.

Performs related work as required.

### *REQUIREMENTS OF WORK*

Thorough knowledge of the principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of municipal cash management.

Considerable knowledge of the laws and regulations relating to municipal accounting, finance, and cash management.

Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money.

Ability to exercise judgment and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing financial management.

Ability to exercise judgment and initiative in analyzing and evaluating the state of the Town funds and making appropriate investments.

Ability to plan, organize, supervise and review the work of subordinates.

Ability to deal courteously with the public and to establish and maintain effective working relationships with other employees and the public.

### *COMPLEXITY/PLANNING*

Employee is responsible for and participates in the full range of activities in the Treasurer's office. Work includes knowledge of the technical areas of tax collection, cash management, computerized record-keeping, insurance acquisition and customer service, as well as overall management of the Treasurer office. Work involves coordination of department staff, other municipal employees and municipal officials. Responsible for executing actions necessary to achieve departmental objectives. A significant amount of problem solving, interpretation and policy development is required. Must be aware and use judgement around legal and social issues.

Shares in the development of departmental and organizational short- and long-range goals.

Responsible for detailed record-keeping necessary for annual budgeting and administration.

### *DECISION MAKING*

Position requires the ability to develop strategic plans and policies affecting a department and the organization as a whole, working within established statutory, regulatory, and policy guidelines. Decisions may be complex in nature and require cross-departmental or functional problem solving.

Recommends investment options based on anticipated cash flow demands as needed.  
Executes the tax foreclosure process according to legal guidelines.

### *LEADERSHIP/TEAMWORK*

Position requires the management of the operations of the office and department of Town Treasurer, in accordance with commonly accepted accounting practices and in compliance with all state and local statutory and regulatory requirements. The position provides leadership and management as well as making significant individual contribution to that department, and requires considerable coordination with other town departments, the Town Manager, and the Council. As a department head, serves as a member of the Town's management team.

### *TRAINING AND EXPERIENCE REQUIRED*

Considerable experience including administrative responsibility in work involving the receipt, deposit, disbursement and investment of large amounts of money and involving a number of accounts; graduation from a college or university with a four-year degree in public administration, business administration or financial management is desired; or any equivalent combination of experience and training.

