

# TOWN OF WESTHAMPTON

## TOWN TREASURER

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**Position Summary:** The Town Treasurer maintains custody of all town funds and is responsible for the deposit, investment and disbursement of these monies. The Town Treasurer plays a principal role in borrowing and is responsible for the payment of salaries and wages, and all required reporting related thereto. This is an appointed, salaried, non-benefited position, for a term of three years. It is estimated the position will require 10 – 12 hours/per week.

***Essential Duties and responsibilities:***

*The essential duties and responsibilities listed include the minimum requirements for the position. The position also includes other duties as discussed in the Additional Duties section below.*

- Prepares and processes payroll for municipal employees; compiles and prepares reports concerning withholding and deductions from payroll. Administers retirement, health, dental and life insurance benefits for employees and acts as liaison between employees and retirement board, health and life insurance vendors. Responsible for remitting employee deductions for withholding taxes, health insurance, retirement, deferred compensation, union dues, etc in a timely manner.
- Records and balances all monies and accounts received by the Treasurer's office; makes deposits into appropriate accounts; maintains cash book and check register; issues receipts; classifies receipts; keeps proper records of monies received and paid out.
- Reconciles bank statements; keeps separate accounts for trust and stabilization funds.
- Prepares, negotiates and administers temporary and long term borrowing as required.
- Manages tax title accounts.
- Invests town surplus funds to insure maximum yields while maintaining adequate availability of cash; serves as custodian of town funds. Maintains records of all investments and income received for special revenue and general funds as required by statutes.
- Reconciles accounts regularly with the Town Accountant and Tax Collector; oversees the maintenance of cash book and detailed records of all transactions and accounts.
- Prepares various reports including: reconciliation of cash, monthly report to Town Accountant of all receipts and balances, annual report including a statement of receipts, disbursements, debt and trust funds; reports to the DOR Bureau of Accounts including reconciliation of cash, statement of indebtedness, and reconciliation of outstanding receivables, as well as all required state and federal payroll related filings and reports.
- Prepares and administers annual Treasurer's budget.
- Attends workshops, trainings, and meetings for professional development and to keep apprised of changing requirements
- Keeps departmental inventory updated; ordering when necessary.

***Supervision***

- Works under the direction of the Selectboard. The employee functions independently, referring specific problems to the Board when clarification or interpretation of town policy or procedures is required.

***Additional Duties:***

*The position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.*

***Work Environment***

- Work is performed under typical office conditions. Work is subject to seasonal fluctuations.
- The employee operates standard office equipment.
- The employee has ongoing contact with the public, town departments, vendors, financial institutions, and government agencies; responds to inquires for the public and communicates with consultants and public officials by telephone, in person and in writing.
- The employee has access to town-wide confidential information, including personnel files and legal proceedings.
- Errors could result in personal injury, injury to others, monetary loss, delay or loss of service, damage to equipment or buildings, and legal repercussions.

***Minimum Qualifications*****Education and Experience:**

- Bachelor's or associate degree preferred, with three to five years progressively responsible experience in bookkeeping, accounting or related field, preferably in a municipal setting. Experience in payroll and/or accounts payable desired. Any equivalent combination of education and experience.
- Certification as a Massachusetts Municipal Treasurer strongly encouraged.

**Necessary Knowledge, Skills and Abilities**

- Ability to maintain financial bonding insurance.
- High level of maturity, integrity and discretion.
- Knowledge of applicable state and federal laws and regulations.
- Knowledge of, and experience with, computer word-processing and spreadsheet programs. Experience with payroll and billing software preferred.
- Ability to communicate clearly and concisely in person, by phone and in writing.
- Excellent interpersonal skills and ability to work effectively with diverse groups of people including State and Town officials, employees and citizens.
- Ability to organize time efficiently and to maintain accurate records.
- Ability to work independently and to accept direction from the Selectboard.



***Physical Requirements***

*The physical and environmental demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job.*

Minimal physical effort is required to perform duties under typical office conditions. The employee is routinely required to sit, speak and hear and use hands to operate equipment and reach. The employee is frequently required to lift, move, and/or push items weighing up to 40 pounds. Vision requirements include the ability to read routine and complex documents and use a computer.

*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.*