
Treasurer/Finance Director

Nature of work:

This is responsible administrative and fiscal work in the handling of 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 auditor, banks, and the general public; disbursing funds to cover expenditures; and preparing and administering the 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. Work is reviewed through observation; verification; internal audit and through fiscal audit.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

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

Prepares information for and secures bids for insurance

Forecasts funds available for investment purposes, checks for best rates and invests for a predetermined period

Chief contact person with the Town Auditor; ensures that all information required by auditors is available, and answers questions posed by auditors

Makes monthly entries for receipts and payments made electronically such as Revenue Sharing, Payport, Rapid Renewals, other online payments, and school ACH and Maine Sales Tax ACH

Enrolls employees in insurance and ICMA

Oversees the reconciliation of bank statements for the allfunds

Posts payroll expenditures and payables; prepares and posts monthly adjusting entries

Prints and distributes monthly revenue and expenditure reports to Board of Selectmen, Town Manager, Department Heads, Chair of Budget Finance Committee and posts to website

Supervises daily preparation of bank deposits and cash-ups, takes cash to bank and runs checks through remote deposit capture machine

Supervises weekly payrolls and maintenance of all employee and employer records

Supervises the preparation of payroll monthly, quarterly, and annual reports

Sets up and maintains General Ledger and Fund Accounting records

Prepares and compiles the annual municipal budget in consultation with the Town Manager and various department heads; meets with the Budget Committee and Selectmen to revise and establish a final budget

Sets up and records Municipal budget in the accounting system

Works with Town Manager, Bond Counsel, Banks and/or the Maine Bond Bank on bond issues

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 procedures

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

Ability to assist customers at the counter when necessary to issue registrations, licenses, and collect taxes

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 business administration or financial management; or any equivalent combination of experience and training

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