
Treasurer/Finance Director

Nature of work:

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

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 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 monies, and for monitoring expenditures and revenues.

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

Chief contact person with the Town Auditor

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 Board of Selectmen, Town Manager, and Department Heads.

Supervises daily preparation of bank deposits and cash-ups.

Supervises weekly payrolls, maintaining all employee and employer 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.

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.

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.