

Town of West Tisbury, MA

POSITION: Treasurer

DEPARTMENT: Administration

GENERAL SUMMARY

The employee works under the administration and policy direction of the Board of Selectmen and relevant municipal policies as well as statutory duties and responsibilities, in accordance with all applicable Massachusetts General Laws and professional standards. The employee performs highly responsible functions of a complex nature, which require considerable use of independent judgment and initiative in the planning, administration and execution of the department's services, and in the interpretation and application of laws, regulations and procedures. The employee has authority to make decisions with regard to the department, and informs the Board of Selectmen and other Town officials, the public and state officials of departmental work program progress, issues of concern to the Town, and office initiatives being undertaken.

Department administration includes the management of all Town funds, payroll, benefits management, investments, the tax title and foreclosure process, borrowing, budgetary and town-wide capital management.

ESSENTIAL DUTIES AND FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Receives all money belonging to the Town and expends and accounts for it according to the order of the Town's authorized officers and Massachusetts General Laws; is authorized to pay any bill of all municipal departments; serves as custodian of all Town funds; ensures funds are adequate to meet current obligation's; manages funds to ensure that all obligations can be paid in a timely manner; and is continually aware of the Town's cash position, depositing cash receipts weekly and reconciling all bank accounts.
2. Prepares various reports on a weekly, monthly, quarterly, or annual basis relative to cash reconciliation, receipts and balances, payroll deductions, statements of debt and repayment schedule, and trust funds to local, state, and federal agencies.
3. Represents the Town on matters of borrowing brought before State and Federal authorities, and rating agencies. Directs, oversees and maintains records of all long-term and short-term borrowing of the Town; reports transactions and status to State and Federal authorities

as required, including annual continuing disclosures.

4. Maintains tax title accounts; if redeemed, prepares a certificate of redemption; if not redeemed, initiates foreclosure proceedings through the Land Court and other statutorily authorized procedures.
5. Processes payroll for the Town; withholds employee contributions for retirement of Town employees; assures eligible participants are afforded applicable insurance coverage and that appropriate withholding is made from payroll; and assures that retiree payments are collected for the group insurance plan. Payroll for the Town is processed entirely in-house.
6. Prepares and administers departmental budget(s).
7. Acts as the remitting agent for federal and state withholding taxes, retirement programs, health plans, insurance plans, unemployment insurance, deferred compensation, and voluntary benefits. Pays out and accounts for all payroll and personnel deduction amounts to the appropriate vendors or tax entities.
8. Acts as a member of the Town's Financial Management Team, Capital Improvements Planning Committee, Dukes County Retirement System Advisory Committee, and Dukes County Pooled OPEB Trust.
9. Maintains department records, including those related to employee earnings and benefits, tax title and debt, in accordance with federal and state records retention requirements.
10. Has access to department-related confidential information, primarily related to personnel and is responsible for maintaining that confidentiality.
11. Employee has contact with the public in order to receive and provide specific information, to check and confirm information or data, and to otherwise facilitate and accomplish the duties and objectives of the department. Regular contacts include all other Town departments, banks, financial and lending institutions, federal and state agencies, insurance agents, third party administrators, and retirement agencies. Contacts are made in writing, in person, and on the telephone.
12. Employee is an appointed official and department manager and must carry out full scale management responsibilities for the department, making certain that the department's legal responsibilities are completed with accuracy and on time, and ensuring that the work program of the department is accomplished. Errors can result in delay or loss of service, monetary loss, and/or legal repercussions. The position's responsibility is to ensure that payroll processing, benefits management, cash and investment management are of the highest quality, to ensure bond rating stability.

SUPERVISION

No supervisory responsibilities.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's Degree in Financial Management, Accounting, Business Administration, or related field, and a minimum of three to five years' responsible supervisory or financial management experience, preferably in municipal government; or any equivalent combination of education and experience.

Knowledge, Skills and Abilities

A candidate for this position should have:

- Knowledge of Massachusetts General Laws, rules, and regulations related to the positions of Municipal Treasurer, financial management, budgeting, investment management, and borrowing;
- Knowledge of accounting practices;
- Knowledge of Town By-laws, rules, and regulations;
- Extensive skill in the operation of computerized accounting software, Excel or other spreadsheet software and internet/email communication;
- Strong interpersonal skills to work effectively with other town departments and employees and the general public;
- The ability to work independently, in a timely and accurate manner, solve problems, analyze and interpret financial information;
- The ability to express oneself clearly and concisely both orally and in writing and to speak effectively in public in regard to the positions responsibilities;
- The ability to represent the Town effectively in important financial areas which could have considerable impact on current and long-range economic conditions within the Town.

Certifications and Licenses

A candidate must obtain and maintain certification from the Massachusetts Collectors and Treasurers Association (MCTA) within four years of original employment as a Treasurer and similar for Assistant Collector if appointed as such.

Must be bondable.

Must obtain and maintain training for ISO-700 MMS and ISO-100 ICS FEMA, in accordance with the Town's Emergency Management Plan.

All financial matters are dynamic and forever evolving; the Treasurer must stay abreast of changes in Federal, State and Local laws and be engaged in all means of continuing education available so as to enhance the performance of his/her responsibilities and duties to the benefit of the Town.

Tools and Equipment Used

Equipment operated includes computers, software, calculator, fax machine and other general office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk, see or hear. The employee may occasionally stoop, bend, crouch or crawl; lift and/or move up to 25 pounds.

The employee is exposed to some mental stress due to constant need for accuracy, attention to details and scope of responsibilities.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office setting but includes regular trips to local banks.

External and internal applicants , as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis .
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