

## **DEPUTY TREASURER**

### **Nature of Work:**

This is primarily a clerical position responsible for assisting the Treasurer in administering and maintaining the Town's finances. Work is normally carried out with independence, subject only to general instruction and standard operating procedures and general accounting principles.

The Deputy will be delegated and assist in any of the responsibilities of the Office of the Treasurer. Most duties involve use of computers and various software programs.

The Deputy is appointed by the Board of Selectmen (BOS) and is responsible to the Treasurer. The term of office is coterminous with that of the Treasurer.

### **Essential Duties and Responsibilities:**

Duties include but are not limited to:

- Receiving all municipal revenues, with certain statutory exceptions or conditions, for the Town.
- Receiving daily deposits of property and excise taxes from the Tax Collector and issuing receipts for each payment.
- Balancing the Treasurer's receipts and posting to accounts on computer.
- Verifying and balancing of daily cash audit.
- Preparing daily bank deposit.
- Maintaining the Town's bank accounts for the deposit of monetary receipts including balancing the "checkbook".
- Maintaining all bills and invoices to be paid and submitting them weekly to the BOS as a warrant for approval for payment and maintaining necessary files on bills, invoices, statements, and correspondence.
- Preparing checks in payment of Town bills as approved by warrant by the Board of Selectmen (BOS) for signature of the Treasurer.
- Preparing payroll checks in the absence of the Assistant to the Selectmen for all town Employees for the Treasurer's signature based on the report of hours worked as submitted and approved by the department heads. Posting payroll and withholding figures to appropriate accounts.
- Assisting the Assistant to the Selectmen in preparing W-2 and 1099 forms annually.
- Disbursing money on authority of a lawful warrant from the BOS with certain exceptions such as withholding, payroll, municipal school warrants and State fees where the Treasurer or Deputy Treasurer can act pursuant to a written policy without the usual authority from the BOS.
- Posting receipts and expenditures to all accounts in the computer.
- Accepting and paying the tax warrants for SAD 17 and the County at the appropriate times.
- Reviewing and signing Town checks in the absence of the Treasurer.
- Reconciling and balancing bank statements.
- Acting as liaison with financial institutions recommending investment options to the BOS based on interest rates and other financial factors.
- Participating in the keeping of records and financial reports and budget summaries as directed or requested.
- Reporting the Town's financial status to BOS as requested and to the Townspeople as requested but at least annually in the Town Report.
- Preparing and maintaining records and financial statements and reports on various Debt Limits for purposes of municipal borrowing as required by State laws when so voted by the Townspeople.
- Preparing the financial statements specified by State regulations on borrowing General Obligation Securities in order to submit the warrant to the Townspeople for approval. Signing the securities in the absence of the Treasurer with a majority of the BOS once approved.

- Investing municipal funds, including reserve and trust funds, as directed by the BOS, and implementing the policies established by the Board and according to Federal and State regulations for municipalities.
- Submitting Concealed Weapons fees to State.
- Performing the tax lien and foreclosure process and procedures as specified in State regulations including receiving late payments, discharging tax liens, and being responsible for and issuing various notifications according to State law.
- Posting of notice of discount on taxes that are paid early when voted by the townspeople.
- Maintaining records of trust funds, Cemetery Trust Funds, and conditional gifts of money including income and payments for each. Ensuring that the provisions for any trusts and gifts of money are being followed under the direction of the BOS or other trustees designated.
- Maintaining and accounting for Reserve Funds as directed by the BOS and ensuring that expenditures are legal.
- Maintaining and accounting for Dedicated Revenue Accounts as required by State statute and municipal ordinances.
- Preparing for the annual and other audits, providing any records requested, and working with the auditors.
- Serving as a resource for the Finance Committee and assisting in developing the annual budget and anticipating and planning for the future needs of the Town.
- Assisting in collecting and issuing receipts for registrations, taxes, and fees and providing other services at the counter as needed.
- Attending any training sessions, workshops, or seminars deemed appropriate.

The Deputy Treasurer may be appointed Acting Treasurer by the BOS to act in the absence of and perform the duties and responsibilities of the Treasurer for the time the Treasurer is unable to serve. Under this condition the Acting Treasurer will delegate and supervise their deputy functions to the Deputy Tax Collector or Deputy Clerk as determined by the BOS.

#### **Requirements of Work:**

- Proficiency in basic municipal accounting principles and methods and experience with computerized accounting record keeping.
- Knowledge of the department derived through education, training, and experience in order to deal with issues and researchable problems.
- Understanding of the statutory requirements and process of the Office of Treasurer.
- Ability to operate modern office equipment such as photocopiers, fax machines, calculators, computers, and various software and accounting programs.
- Ability to organize work and set priorities.
- Ability to be responsible for accuracy, timeliness, and thoroughness of own work and to perform such work in accordance with legal, procedural, and policy guidelines.
- Ability to exercise discretion, tact, and diplomacy at all times.
- Ability to manage job related stress and work at times under very busy circumstances; to be able to multitask, to be flexible, and to work with unexpected interruptions.
- Ability to establish and maintain positive and respectful working relationships with Town officials, department heads, and employees.
- Ability to remain calm and deal courteously with public, exhibiting exceptional customer service skills, especially when interacting with upset customers.
- Commitment to protect the confidentiality of the citizenry.
- Thorough knowledge of the Right to Know laws.

#### **Training and Experience Required:**

Graduation from an accredited high school. Additional courses in bookkeeping and accounting are preferred as is banking experience and/or municipal experience or any equivalent combination of experience and training.

#### **Necessary Special Requirements:**

- Must be 18 years of age.
- Must be a citizen of the United States.
- Must be a resident of the State of Maine.
- Must be bonded prior to assuming the duties of Deputy Treasurer.

**ADOPTED: August 5, 2009**

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