



TREASURER

Nature of Work:

This is an administrative position responsible for the day-to-day handling, oversight, and investment of all monies collected by the Town. This involves the receiving, safekeeping, and recording of all revenues due the Town including all incoming town taxes and other monies; making disbursements of public monies to cover expenditures as authorized by the Board of Selectmen (BOS); accepting tax warrants from the County and making sure they are paid in a timely manner; preparing and maintaining accounts and financial records and reporting that information to department heads, the auditors, the BOS, and the townspeople. Work involves participating in the management of investments and cash flow of Town funds.

The Treasurer has considerable independence of action in accordance with applicable laws and following generally accepted accounting principles. This work requires extensive interaction with taxpayers, citizens, and other departments. Most duties involve the use of computers and various software programs.

The Treasurer supervises the Deputy Treasurer and oversees other staff involved in the collection and recording of Town revenues.

This position is appointed by and responsible to the BOS.

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 deposits.
- 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 of all such 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 Deputy Treasurer.
- Preparing payroll checks in the absence of the Assistant to the Selectmen for all town Employees for the Deputy 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 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 prepared by the Deputy 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.

- Preparing monthly financial reports as 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 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 taxes and other fees and providing other services at the counter as needed.
- Supervising the work of the Deputy Treasurer: planning, assigning, delegating, reviewing, and evaluating the work and performance of this subordinate.
- Overseeing other Town Office staff in collecting and recording of all monies received.
- Maintaining membership in applicable peer organizations.
- Attending training sessions to acquire and maintain thorough knowledge of legislative and/or procedural requirements and changes.

Note: Any task associated with the above mentioned responsibilities may be delegated to a subordinate, as allowed by law; however, the responsibility for the proper performance of these duties remains with this position.

Requirements for Work:

- Thorough knowledge of the principles and practices of municipal accounting.
- Thorough knowledge of the principles and practices of municipal cash management.
- Thorough knowledge of the tax lien and foreclosure statutes, processes, and procedures.
- Considerable knowledge of the laws and regulations relating to municipal accounting, finances, 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 recommendations for investments.
- Ability to use modern office equipment such as calculators, photocopiers, fax machines.
- Thorough proficiency with computer and software programs used in Town accounting.
- Thorough knowledge of the Right to Know laws.
- Ability to establish and maintain effective working relationships with other Otisfield officials, employees, and department heads as well as officials from other towns and the State.
- Ability to organize work and establish priorities.
- Ability to plan, organize, assign, supervise, and review work of subordinates.
- Ability to manage job related stress.
- Ability to exercise discretion, tact, and diplomacy at all times.
- Commitment to protect the confidentiality of the citizenry.
- Ability to deal courteously with the public, exhibiting exceptional customer service and problem solving skills.

Training and Experience Required:

Graduation from an accredited high school supplemented by college level courses in business administration, accounting, and bookkeeping practices plus experience in the collection, deposit, disbursement, and investment of large amounts of monies or any equivalent combination of experience and training.

Necessary Special Requirements:

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

ADOPTED: August 5, 2009
TAFT