

## TOWN TREASURER

### Definition

Administrative and supervisory work involving the receipt, expenditure and custody of municipal funds, the borrowing of money, and the custody of tax title properties; all other related work as required.

### Supervision

Elected by the general public and acts in conformance with applicable provisions of the Massachusetts General Laws.

Performs highly responsible functions of a complex nature which require considerable exercise of judgment and initiative, particularly with reference to the timely investment of funds and the borrowing of money within guidelines established by statute and professional standards.

Supervises one full-time employee.

### Job Environment

Work is performed under typical office conditions; work environment is usually quiet.

Operates computer and general office equipment such as copier, calculator, facsimile machine, and telephone.

Makes frequent contact with Town and school departments, relevant state agencies, the banking and real estate community, health insurance advisor, and the general public.

Errors in judgment could result in delay and confusion, legal ramifications, and have severe financial repercussions.

### Essential Functions

*(The essential functions or duties listed below are intended only as illustrations 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 the work is similar, related, or a logical assignment to the position.)*

Checks on cash levels in the treasury and arranges temporary or long-term borrowing of funds as necessary for Town needs; pays interest and maturing debt; signs bonds, notes and other papers of credit for the Town.

Is responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto.

Ayer, Massachusetts  
Town Treasurer

Maintains custody of securities for trust funds; collects and accounts for income from investments in fund portfolios.

Receives deposits from various sources having to do with Town business; reconciles cash and statements and makes deposits; transfers funds; pays bills, employee payrolls, and local obligations on warrant from the Town Accountant; invests Town funds.

Works closely with Town Administrator's office regarding all personnel changes, workers' compensation, new hires and retirements.

Prepares monthly, quarterly and annual reports.

Answers inquiries from property owners, members of the health insurance, banking and real estate community, and any other interested parties regarding any matter related to the Treasurer's Department.

Prepares the annual departmental budget and reports; monitors department expenditures and supervises the maintenance of associated records; reports on all financial articles voted at Town Meeting.

Acts as liaison with both Town advisor and bond counsel for all articles requiring bonding or borrowing of funds; ensures that bond counsel receives all documentation pertaining to articles; works with financial advisor on bonding and coordination of bond sale.

Maintains custody of all trust funds, separate accounts, escrow and land taking accounts; accounts for all expenditures and investing of idle cash.

Monitors all grants and ensures funds are transferred and available when needed; observes strict guidelines set forth by the Commonwealth.

Manages the Town's health insurance program; evaluates and selects health insurance plan(s) for the town; works in cooperation with consortium; assists employees with health insurance related questions.

Oversees the reconciliation of the Town's payroll and tax deposits; prepares state and federal quarterly reports.

Performs similar or related work as required or as situation dictates.

*Ayer, Massachusetts  
Town Treasurer*

## Recommended Minimum Qualifications

### Education and Experience

High school graduation; Bachelor's Degree in public administration, finance, business, accounting or related field is highly desired; and three years of responsible experience in business or financial management; experience in municipal cash management desirable; or any equivalent combination of education and experience.

### Special Requirements

Finance Officer's Training Certification is desired. Ability to become bonded is required.

### Knowledge, Ability and Skill

*Knowledge.* Thorough knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance. Working knowledge of computer applications for financial management.

*Ability.* Ability to establish and maintain effective working relationships with Town officials, members of the banking and real estate community, governmental representatives, and the general public. Ability to prepare accurate financial reports and records. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time.

*Skill.* Office management skills. Skill in computers and appropriate software applications. Aptitude for numbers and details. Organizational skills.

### Physical Requirements

Minimal physical effort generally required. Ability to operate a keyboard and work at a computer for long periods of time. Specific vision requirements include close vision and the ability to adjust focus.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*