

## **TREASURER/Benefits Administrator**

### **DEFINITION**

The Town Treasurer performs administrative work involving the receipt, expenditure and custody of municipal funds, the borrowing of money, the custody of tax title properties - - The Benefits Administrator is responsible for initial enrollment of employees, payroll preparation/submission and all other HR related functions.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Maintain, invest and collect town receivables; maintain trust funds, savings and checking accounts.
- Manage cash flow
- Prepare bi-weekly payroll
- Process bi-weekly accounts payable warrants
- Monitor cash levels and arrange borrowing of funds (RANS), if necessary
- Benefit administration including enrollments in health insurance and coordination of retirement, dental, life, vision, cafeteria plan and deferred compensation
- Catalogue receipts; post to accounting software; transmit monthly to Accountant
- Reconcile receivables with the Tax Collector and Accountant
- Responsible for tax titles, calculation of and receipt of payments, discharge of tax titles, foreclosure sales and legal processes.
- Assist Tax Payers come into compliance with the creation of Tax Title repayment plans according to DOR regulations.
- Submit the annual report of all bank balances, including general funds, Community Preservation Act, stabilization and trust funds.
- Complete all state and federal reporting requirements.
- Work with Financial Advisor re: borrowing for Town projects
- Provide information to the Town Administrator and Board of Selectmen pertaining to financial matters
- Maintain personnel files
- Performs a variety of related duties

### **SUPERVISION RECEIVED**

Under administrative direction, the incumbent works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the

supervisor. The incumbent exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

### **JUDGMENT & COMPLEXITY**

Duties include department level responsibility for technical processes, service delivery, and contribution to plans and objectives and fiscal responsibility for the department.

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are with co-workers, the public, vendors, groups and/or individuals such as peers from other organizations, agencies and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required.

### **CONFIDENTIALITY**

Employee has access to confidential and sensitive information at the departmental level including personnel files, collective bargaining, CORI, medical and financial information.

### **EDUCATION AND EXPERIENCE**

A bachelors degree preferably in Business, Finance or Accounting and five years of related experience is required; or an equivalent combination of education and experience. Bookkeeping and accounting experience, preferably in a municipality is preferred. Must be able to be bonded. Will be required to attend school to become a Massachusetts Certified Treasurer.

### **KNOWLEDGE, ABILITY, AND SKILLS**

Must have knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance and financial management

Must have working knowledge of computer applications for accounting and financial management.

Must have the ability to analyze and interpret financial data and present findings clearly in written and oral form. Must be able to be bonded.

Must have the ability to establish and maintain cooperative relationships with department heads; and the ability to work independently and exercise judgment

Must have organizational skills and the ability to multi task

Must be able to communicate laws and regulations to a variety of constituencies

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

### **Motor Skills**

Requires motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes