



TOWN OF CHESHIRE Treasurer

General Purpose:

Performs professional administrative and technical work involving the receipt, custody, disbursement, investment, and borrowing of funds, and for the preparation of related records and reports. Department administration includes the management of all Town funds, payroll, benefits management, investments, collection of all revenue due to the Town, the tax title and foreclosure process, borrowing, budgetary and town-wide capital management. Performs certain management processes related to retirement, payroll and benefits. The incumbent performs all other related work as required.

Supervision

Performs highly responsible function of a complex and technical nature requiring independent professional judgement and initiative in the planning, administration and execution of the department's services, in the interpretation of applicable laws, regulations and procedures. Performs a variety of responsible functions within the guidelines established by statute and professional standards.

Work is performed under the administration and policy direction from the Board of Selectmen with duties and responsibilities defined by state laws, town policies, town bylaws. Assumes direct accountability for departmental results. The employee has the 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.

The employee may be responsible for the direct supervision of both a staff employee and subcontracted service providers including the hiring, setting of department goals and objectives assignment of work, regular checking and reviewing the accuracy and completeness of work assigned and annual evaluation of performance.

Essential Job 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.)

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, following town policies and regulations.

Serves as custodian of all Town funds; ensures funds are adequate to meet current obligations, 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.

Process 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.

Acts as the remitting agent for federal and state withholding taxes, retirement programs, health programs, insurance plan, unemployment insurance, deferred compensation, and voluntary benefits. Pays out and accounts for all payroll and personnel deduction amounts to the appropriate vendor or tax entities.

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 of State and Federal authorities as required; including annual continuing disclosures.

Acts as a member of the Berkshire County Retirement System and Berkshire Health Group Insurance. In these capacities, promotes and facilitate both short- and long-term planning particularly for financial matters and capital projects.

Maintain department records, including those related to employee earning and benefits, tax billing and collection, tax title, and debt, in accordance with federal and state records retention requirements.

Maintains tax title accounts; if redeemed, prepares a certificate of redemption; if not redeemed works with tax title counsel to initiate foreclosure proceedings in Land Court and other statutorily authorized procedures.

Serves as the contact with the public for matters regarding the Treasurer's office, 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 institution, federal and state agencies, insurance agents, third party administrators, and retirement agencies. Contacts are made in writing, in person, via e-mail and on the telephone.

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. Reconciles cash and receivables with the Town Accountant monthly.

Prepares and administers departments budget.

Serves as an appointed official and department head who 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. The positions responsibility is to ensure that payroll processing, benefits management, cash, and investment management are of the highest quality, to ensure bond rating stability.

Stays informed of changes in Federal, State and Local laws and is engaged in all means of continuing education available as to enhance the performance of his/her responsibilities and duties to the benefit of the Town.

Physical Requirements/Work Location:

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 position's essential functions.

Administrative work is performed under typical office conditions, work environment is moderately noisy. Work includes regular trips to local banks, meetings in other locations and ongoing training.

Operates a computer, calculator, copier, facsimile machine, telephone and other standard office equipment.

Makes frequent contact with public, State officials, other Town departments/boards/committees, town retirees, bank representatives, health insurance representatives, payroll and retirement representatives and vendors. Has access to department-related confidential information regarding employee benefits.

Errors could result in delay, confusion or loss of service, major financial losses, deterioration of the Town's financial position and could have legal ramifications.

Employee has constant contact with public, peers, other town departments and officials, as well as the Department of Revenue, external auditors, management consultant and attorneys. Communications require professionalism, courtesy, patience, and tact and are conducted by telephone, email, written correspondence and in person.

Most errors or exercise of poor judgement may not be immediately detected or corrected, and could result in monetary loss, have extensive financial or legal repercussions a negative public relation as well as jeopardize department functions and efficient town wide fiscal management.

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. Strong knowledge of computer applications for financial management. Thorough knowledge of the Massachusetts laws regarding municipal finance. Comprehensive knowledge of GAAP and UMAS

Ability: Ability to establish and maintain cooperative relationships with town employees and officials and governmental representatives, as well as the public. Ability to communicate effectively in written and oral form. Ability to analyze and interpret financial data and to present findings clearly. Ability to represent the Town effectively in important financial area which could have considerable impact on current and long-range economic conditions within the Town. Ability to perform multiple tasks.

Skill: Extensive skills in the operation of computerized treasury software or other spreadsheet software, payroll software and internet/e-mail communication.

Qualifications:

Bachelor's degree in Financial Management, Accounting, Business Administration, or a related field; three to five years of progressively responsible municipal experience in accounting or financial management; or any equivalent combination of education and experience.

Special Requirements

Must be bondable with surety company authorized to conduct business in the Commonwealth of Massachusetts, Possession of a valid Massachusetts Driver's license. Must obtain and maintain certification from the Massachusetts Collectors and Treasurers Association (MCTA) as a Treasurer within five years of original employment.

Non-Discrimination Clause:

No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law based on race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.

Approved: 8/3/21