



**City of Holyoke**  
**Office of City Treasurer**  
**Full Time: Assistant City Treasurer**  
**Job Posting Date: January 13, 2021**  
**Deadline: Open until Filled**

**Position Summary:** Assists the Treasurer in performing administrative and technical duties while overseeing tax title initiatives as well as other work required within the Treasurer's Office.

**Appointment & Residency:** The Assistant Treasurer is appointed by the City Treasurer in accordance with Section 2-113 of the City of Holyoke Code of Ordinances and must be a resident of the City of Holyoke.

**Duties and Responsibilities:**

- Closes and reconciles books and accounts including the cash book, warrant, general, trust and guaranty funds, bank/investment statements, bond and coupon accounts, debt records, group insurance, deferred compensation accounts, federal and state income tax withholding, and tax title accounts
- Responsible for payroll and vendor accounts
- Transfers monies for payment of city's obligations; Initiates payments for borrowing, retirement system payments, group life and health insurance, employee deferred compensation, annuity, and health plans
- Prepares and processes payroll and related reports; Processes and prints checks, 1099s and W-2s; Maintains employee records and implements payroll deductions for garnishments, tax levies, and child support enforcement orders
- Handles administrative matters associated with employee benefits, oversees county retirement changes, and ensures that payroll deductions are made
- Processes the Treasury Department's bills for payment
- Prepares letters and reports for the Treasurer's office
- Supervises the department in the absence of the City Treasurer and performs the duties of the Treasurer in his or her absence.

*The essential functions or duties listed above 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.*

**Knowledge, Skills and Abilities Preferred:** Knowledge of municipal financial practices, payroll processing, cash management, banking practices, and relevant MA General Laws; Knowledge of accounting and financial computer applications. Ability to maintain effective working relationships with city officials, members of the banking community, and city employees. Ability to maintain complex financial record keeping systems and financial reports. Ability to operate standard office equipment. Ability to analyze and interpret payroll and financial data.

**Education & Experience Requirements:**

- Associate's degree in Business, Finance, or related field. Equivalent education and experience may substitute degree requirement. Must be able to be bonded in accordance with the Code of Ordinances and M.G.L. Ch. 41, Sec. 39A.

- Experience in municipal finance, accounting or similar financial management including payroll processing or equivalent experience and education.
- Certification as Assistant MA Municipal Treasurer and Notary Public. (*Preferred*)

**Supervision:** Performs a variety of responsible duties that are of administrative and technical nature requiring judgment to interpret guidelines and the execution of assignments independently; Work at this level requires a knowledge of departmental operations, and local and state laws; Works under the direction of the Treasurer and in accordance with applicable MA General Laws, city policies and relevant state, federal, and local regulations and standards; Establishes own work plan and completes work in accordance with established departmental policies and standards. Supervises office staff in the absence of City Treasurer.

**Job Environment:** Work is performed in an office. Operates standard office equipment including a computer and telephone; Work environment is moderately noisy; Contacts are by phone, in writing, and in person, consisting generally of an information exchange dialogue discussing routine or semi-complex issues; Has access to confidential information including payroll records, which requires discretion; Errors could result in delay of department services, and have legal and/or financial repercussions.

**Physical Requirements:** Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to feel or operate objects, tools, or controls, and reach with hands and arms, as in picking up files and other objects. May occasionally lift and/or move objects weighing up to 30 pounds such as equipment or supplies. Vision and hearing at or correctable to normal ranges. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

**Employment Status & Hours:** Full-Time, 35 hours per week (Monday-Friday, 8:30a.m.-4:30p.m.)

**Fair Labor Standards Act (FLSA) Status:** Exempt

**Pay Rate:** \$45,752-\$51,751 (PR19, non-union)

**Benefits:** Health, Dental, Life Insurance, Flexible Spending Account (FSA)

**Please submit your resume & cover letter to:**

**[Personnel@HOLYOKE.org](mailto:Personnel@HOLYOKE.org)**

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