

City of Holyoke
Office of City Treasurer
Full Time: City Treasurer (Elected)
Job Posting Date: February 10, 2021
Deadline: Open until Filled

This position will be appointed by the Holyoke City Council due to mid-term vacancy

Position Purpose:

Performs professional, executive management, administrative and technical work involving the receipt, custody, disbursement, investment, and borrowing of funds, preparation of related records and reports. Performs certain personnel management processes related to retirement, payroll and benefits. The incumbent performs all other related work as required.

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.)

- Responsible for taking custody of all monies belonging to the City. Determines the cash needs of the municipality and ensures that sufficient liquid assets are available to pay current obligations. Ensures that all money not required to be kept liquid for purposes of distribution, is invested in such a manner as to require the payment of interest on the money at the highest possible rate reasonably available, taking account of safety, liquidity and yield.(44:55B)
- Plays a major role in the issuance of municipal debt. Upon the authorization of long-term debt, this position should prepare for the sale by working with the financial advisor, bond counsel and other local officials. Negotiates borrowings, prepares the necessary documents and notes, and reports to the Director of Accounts on all debt issued. (44:16, 23, 24, 28)
- Makes payment from public money upon the signature of the Board or Officer duly authorized to approve the payment of bills.
- Possesses many specific responsibilities relating to the payment of and accounting for salaries and wages. Serves as the Treasurer of the retirement system. [(32:23(2))]
- Maintains custody of stabilization funds, pension reserve funds, trust funds, enterprise funds, investments, and all other funds of the city not specifically allocated to other agencies by general law or special act. (40:5B, 5D; 41:46; 44:53; 44:53F)
- Serves as custodian of various financial documents, such as insurance policies, fidelity bonds of other city officials, and deeds to all municipal property acquired by deed.
- Advises administrative officers, finance committees, and others concerning the financial condition of the city, provides factual information aiding in budgeting decisions.
- Maintains tax title accounts, conducts sales of land of low value, in proper circumstances, and prepares documents required to petition for foreclosure when appropriate. (60:50, 61, 62, 63, 76, 77, 79, 80)
- Responsible for the closing and reconciliation of all books and accounts in the Treasurer's office, including the cash book, warrants (including vendor, payroll and special warrants), bank accounts (checking accounts, trust funds, and bond and coupon accounts), insurance programs, retirement funds, debt records, and tax title accounts.
- Prepares all obligatory reports, including (a) cash reconciliations (b) reports to the accountant of all receipts and balances; reports of payroll deductions (i.e. federal withholding, state withholding, Retirement funds, group insurance, credit union, union dues, etc.) (c) Annual report, which includes a statement of receipts and disbursements, a statement of debt, and, in the absence of trust commissioners, a report of trust funds, and (d) reports required to be submitted by the Bureau of Accounts, including an annual filing on or before June 30th of the quarterly report of reconciliation of Treasurer's cash.
- Manages department staff, communicates rating services, and acts as remitting agent (for federal and state withholding taxes, retirement programs, hospitalization plans, teachers' annuities, insurance plans, credit unions, United Way, savings banks, labor unions, deferred compensation, and IRAs).
- Fills in as Acting Mayor when the Mayor is out of State, as needed.

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Recommended Minimum Qualifications:

Education, Training and Experience:

High school education; a minimum of three years of related experience; or any equivalent combination of education and experience, this is an elected position and no standard can be set. Must be eligible to be bonded, Possession of a Massachusetts Treasurers' Association Certification desirable.

Knowledge, Ability and Skill:

Knowledge. Working knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance, Efficient using software applications for financial management, Massachusetts laws regarding municipal finance, principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws. Comprehensive knowledge of GAAP and UMAS.

Ability. Ability to establish and maintain cooperative relationships with other city employees and officials and governmental representatives, as well as the general public. Ability to communicate effectively in written and oral form. Ability to analyze and interpret financial data and to present findings clearly. Ability to perform multiple tasks.

Skill. Office management skills. Well-developed skills in computer hardware and software. Aptitude for numbers and details. Excellent organizational skills.

Physical Requirements:

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 essential functions.

Works at a desk; regularly communicates information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 10 pounds, such as supplies, folders, and books. Certain tasks require the ability to view computer screens for extended periods of time.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex and technical nature requiring professional judgment and initiative in the planning, administration and execution of the department's services.

Supervision Received: Serves as an elected official in accordance with all applicable Massachusetts General Laws, responsible to the voters.

Supervision Given: Assistant Treasurer, Head Admin Clerk, Deputy Treasurer and Temporary Clerk.

Job Environment:

- Administrative work is performed under typical office conditions. Operates an automobile, computer, calculator, copier, facsimile machine, telephone and other standard office equipment.
- Makes frequent contact with State officials, other city departments/boards/committees, bank representatives, health insurance representatives, payroll and retirement representatives and vendors. Has frequent contact with the general public.
- Has access to department-related confidential information regarding employee benefits and personnel files.
- Errors could result in delay and confusion, major financial losses, deterioration of the City's financial position and could have legal ramifications.

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Employment Status & Hours: Full Time, generally 35 hour per week (Monday through Friday, 8:30 a.m. to 4:30 p.m.)

Fair Labor Standards Act (FLSA) Status: Exempt

Pay Rate: \$70,016/annually

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

Please respond by EMAIL ONLY to include *letter of interest and a resume* to:
Personnel@HOLYOKE.org

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.

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.