

# **WESTFORD TOWN TREASURER JOB DESCRIPTION**

Updated: October 8, 2016

Status: Part-time, average: 5-10 hours per week, flexible depending on seasonal need, up to an annual maximum of 260 hours.

## **I. Official Title**

Town Treasurer

## **II. Job Definition**

Under the guidance of the Westford Selectboard, the Town Treasurer provides oversight for all financial matters for our town. Working with the town clerk, assistant clerk, bookkeeper and tax collector, the treasurer offers supports by providing guidance and direction for managing our finances. The Town Treasurer is a leadership position that requires both detail orientation and a big picture view. The treasurer must also stay abreast of changes in accounting practices and the law, and keep us on track now and into the future. The treasurer is tasked with finding new ways of reporting, investing and other duties, with an eye on providing the best data to the Selectboard for managing the town.

Day-to-day concerns include managing investments, invoices and payroll, property tax payments, account payable and receivable, year-end reports, reports to the selectboard, working with town employees to create yearly budgets, and more.

The Treasurer collaborates and cross-trains with the bookkeeper and maintains the appropriate segregation of duties as part of the Town's accounting control procedures. The Town Treasurer also works as the Westford School District Treasurer to ensure that all associated duties are completed timely.

## **III. Reports to Selectboard**

The Treasurer reports to the Selectboard. Major changes in methods of managing the Treasurer's duties should be discussed with office team, and proposed to the Selectboard for approval. The Selectboard is also responsible for signing off on expenses and payments and working with the Treasurer and other town boards to create the town's annual budget. The Treasurer must be available to attend Selectboard meetings, as needed, and report monthly to the Selectboard on actual vs. budgeted expenses for the fiscal year.

## **IV. Essential Duties and Responsibilities**

Westford employees are part of a team. The Treasurer works together with various employees and elected officials to best implement the requirements of the position.

### **Westford School District Treasurer**

- Serve as school district treasurer and work collaboratively with school district and supervisory union staff to ensure that these limited functions are fulfilled timely and accurately.
- Provide Selectboard with information on the school's finances as requested.

### **Westford Town Treasurer**

- Work in conformance with all applicable policies, procedures, local ordinances, generally accepted municipal accounting practices and State and Federal law and do so in a timely, efficient and accurate manner.
- Review delinquent tax warrants.

- Work in collaboration with the bookkeeper to ensure that all town financial policies and procedures are correctly implemented and the town's accounting ledgers are accurate and up to date.
- Work with the bookkeeper to update, improve and maintain documentation of current town financial practices and procedures.
- Transfer funds as needed with Selectboard approval.
- Monitor and adjust town fund accounts including general fund, recreation commission, cemetery commission, library trustees, farmers' market, impact and town common funds and all other town accounts.
- Upon approval of Selectboard, borrow funds when necessary.
- Review the bookkeeper's report of interest on all unpaid current property taxes.
- As appropriate, attend educational seminars offered by the Vermont League of Cities and Towns (VLCT), Government Financial Officers (GFO) Association, Vermont Municipal Clerk and Treasurer's Association (VMCTA) and any other organizations.
- Act as back-up to Town Office team to answer questions from the general public, auditors, town departments and organizations and vendors.
- Support Town Clerk as needed in preparation of preliminary town budget.
- Assist Selectboard and Town Administrator with finalizing budget for voter approval and preparing for town budget presentations.
- Support Town Clerk as needed in completing road grant applications for approval by the Selectboard.
- Compile reports for the auditors and the annual town report, as requested.
- Ensure that timely and accurate financial reports are compiled and distributed as requested by the Selectboard, auditors, town employees, boards, commissions or other town organizations.
- Evaluate the town's financial processes and procedures for continual improvement of efficiency, accuracy and effectiveness.
- Attend various town meetings throughout the year, as requested by Selectboard.
- Work with bookkeeper and outside auditors to gather and report requested data in order to successfully complete outside audits, as requested by the Selectboard.
- Perform other duties as assigned.

#### **IV. Knowledge, Skills and Ability Requirements**

##### **General Qualifications**

- Experience in municipal general ledger reporting and financial statement preparation in conformance with generally accepted accounting principles.
- Experience in payroll processing and systems administration including a thorough knowledge of legal payroll requirements and basic employment law.
- Highly detail-oriented, organized, and able to multi-task.
- Creative problem solving and ability to implement solutions.
- Ability to work accurately under time constraints and consistently meet deadlines.
- Proficiency with computers, spreadsheets and accounting software.
- Outstanding communication skills both verbal and written.
- Ability to adhere to a planned, but flexible schedule that includes some hours that overlap with town office hours. Office hours only as needed, most work can be done remotely.
- Must know or learn and use the NEMRC accounting system.

##### **Education and Experience**

Minimum of 4 year degree in accounting preferable and at least 2 years' experience in municipal accounting. Comparable experience may be considered in lieu of 2 years of education. Experience with NEMRC Fund Accounting System software preferred.

**Decision-Making Authority**

This position has the ability to implement plans, policies and procedures as directed by the Selectboard.

**Communication Skills**

Ability to demonstrate outstanding communication skills, with English language fluency. Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from town employees, elected officials, and the general public.

**Physical Demands**

Must be able to sit, use hands to finger, handle and feel, talk and hear, see at a distance of 20 inches or less, occasionally lift 10-25 lbs. Noise level in usual work environment is moderate.

**Technical Skills**

Proficiency with accounting software and other computer software, including but not limited to: general ledger, accounts payable, accounts receivable, payroll, spreadsheet applications and word processing.

**Reasoning Ability**

Ability to define problems, collect data, establish facts and trends and draw valid conclusions. Ability to interpret a variety of instructions in mathematical or diagram form and deal with a variety of abstract and concrete variables.

Signed By:

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Employee

Date

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Selectboard Chair

Date