

Treasurer
Town of Georgia
Job Description

Department: *Finance*
FLSA Status: *Full-time & Non-exempt*
Reports To: *Town Administrator/ Selectboard*

OBJECTIVE/PURPOSE

This position is appointed by the Selectboard pursuant to 17 V.S.A. § 2651d(d). It is the responsibility of the Town Treasurer to effectively manage and administer the finances of the Town, including the receipt, expenditure, and custody of municipal funds. This position is responsible for the timely investment of funds and borrowing of money, and the preparation of a variety of financial records. The Treasurer maintains the general ledger, payroll entries, and serves as the Town's primary contact for banking. This position also collects and records property tax payments and other fees on behalf of the Town. The Treasurer is subject to financial management and record-keeping practices and standards as set forth by applicable Vermont state statutes.

This position includes a variety of duties that require considerable judgment, discretion, and initiative in the interpretation and application of laws, regulations, and procedures. This is a salaried position supervised directly by the Town Administrator and is subject to the Town of Georgia Employee Policy. The Town Treasurer is responsible for the discharge of duties assigned by state and federal law, and those assigned by the Town Administrator and Selectboard.

DUTIES AND RESPONSIBILITIES

- Perform all functions in conformance with applicable policies, procedures, generally accepted municipal accounting practices, and state and federal law, in an efficient and accurate manner.
- Plans, directs, and supervises the work of the Treasurer's Office, including preparation and administration of the department budget.
- Maintain charge of all municipal funds and hold responsibility for the deposit and disbursement of these monies with Selectboard authorization.
- Issue delinquent tax warrants.
- Ensure the Town's accounting ledgers are accurate and up to date.
- Monitor cash levels in Town funds and arrange temporary or long-term borrowing of funds as necessary upon approval by the Selectboard.
- Responsible for ongoing debt management as incurred by the Town.
- Ensure all generally accepted accounting principles and protocols are adhered to and enforced in the financial management of the Town.
- Compile reports for the auditors and the annual town report as requested.
- Distribute timely and accurate financial reports as requested by the Selectboard, Town Administrator, town employees, or other town boards or commissions.
- Have a supporting role in compiling budgets.

- Administer Bookkeeper duties in the absence of bookkeeper. Prepare and issue checks for invoices and payroll for the Town when the Bookkeeper is unavailable.
- Oversees accounts payable and accounts receivable and maintains the checkbook balance between billing program and cash receipts program.
- Serve as school treasurer and work collaboratively with the school district and supervisory union staff to ensure functions are fulfilled.
- Remit the school district's portion of tax revenue to the school district.
- Meet with supervisory union staff as needed to review accounts.
- Participate in seminars, trainings, and workshops offered by the Vermont League of Cities and Towns (VLCT), Government Financial Officers (GFO) Association, Vermont Municipal Clerk and Treasurer's Association (VMCTA), and other organizations.
- Ability to manage confidential information in a professional and legal manner.
- Ability to engage in a positive manner with residents, the media and other town officials and employees.
- Dedication to Town's short- and long-range goals and objectives as determined by the voters, Selectboard and committees.
- Perform other associated duties as necessary as requested by the Selectboard.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively and professionally with, and maintain cooperative relationships with, Town officials, employees, and the general public.
- Must be detail-oriented, possess strong organizational skills, and be able to multitask.
- Ability to work accurately under time constraints and in pressure situations.
- Excellent verbal and written communication skills.
- Capacity to plan and prioritize effectively.
- Honesty, reliability, discretion, and good judgment are essential to this position.
- Must be able to quickly switch focus multiple times a day to assess and address priorities.
- Ability to maintain mental focus in busy and open office atmosphere.
- Required and demonstrated ability to handle stressful conditions that include multiple and competing priorities.
- Advanced principles and practices of program development and administration.
- Collaborative approaches to problem-solving, relationship building, community engagement and leveraging available resources.
- Ability to define problems, gather data, establish facts and trends, and draw supportable conclusions.
- Ability to interpret a variety of instructions in formulaic or diagram form and deal with different types of abstract and concrete variables.
- Ability to seek out and apply for applicable grants, with selectboard approval, in the absence of a grant writer.

EDUCATION AND EXPERIENCE

- Bachelor's degree in appropriate discipline or equivalent combination of experience.
- Working knowledge of local government and municipal accounting software.
- Management or substantial administrative experience in a professional office environment.

- 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.

TOOLS/TECHNOLOGY

- Experience with NEMRC system is a plus;
- Experience with Microsoft Office including Excel, Word, and Power Point.

PHYSICAL AND MENTAL DEMANDS

- Must be able to remain alert and in a stationary seated or upright posture for prolonged periods of time.
- Must be able to abruptly switch focus multiple times throughout the day to address frequently changing priorities.
- Requires the ability to maintain mental focus to produce accurate reports within a noisy, open office atmosphere.
- Requires the ability to effectively and discreetly present information to the general public both orally and in writing in concepts and terms that are succinct and easily understood by them.

WORK ENVIRONMENT/CONDITIONS

- Work is performed mostly in office settings.
- The employee is exposed to intermittent light physical demands in the office.
- Lifting (including overhead), carrying, pushing, and pulling light to moderate amounts of weight ranging between 20 pounds (overhead) and 50 pounds (waist height).
- Attendance at night-time meetings of the Selectboard may be required.
- The work week is Monday- Friday's from 8A.M. to 4P.M. but may include some evening work hours.

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Georgia is an Equal Employment Opportunity employer.