

Job Title: Town Treasurer**May 2014**

- The Charlotte Town Treasurer is an elected official with a 3-year term in accordance with Vermont State Statutes. The Charlotte Town Treasurer also acts as the Chief Financial Officer for the Town and is responsible for all administrative and supervisory work involving the receipt, expenditure and custody of all municipal funds, the investment, bonding and borrowing of money and the collection of all money due to the Town. The Town Treasurer works independently and performs all bookkeeping and accounting functions related to the processing of revenues, payroll, expenses to the general ledger, adjusting journal entries, and transferring cash for all Town departments including Thompson's Point Wastewater.
- Town Treasurer is the School District Treasurer.
- Treasurer's records shall at all times be open to the inspection of persons interested. Records are available for audit purposes at any time.
- Operates computer, calculator, telephone, copier facsimile machine and other standard office equipment.
- Makes frequent contact with other town departments/boards/commissions, attorneys, mortgage companies, banks, local/state/federal officials and organizations, and the general public; communicates in person, by telephone and via standard reports.
- Errors could result in loss of municipal revenues, have far-reaching legal and financial ramifications and cause significant adverse public relations.

Duties:

- Plans, directs and supervises the work of the Treasurer's Office.
- Oversees investment and borrowing of all municipal funds. Consults with bankers and advisors regarding strategies and timing. Calculates need for tax anticipation notes.
- Assists Selectboard in creation and implementation of internal controls.
- Responsible for accounting functions related to general ledger, accounts receivable, accounts payable, payroll, liability payments and reporting. Prepares monthly statements of accounts showing status of appropriations, expenditures and remaining balances. Maintains general ledger and cash receipts journal for the recording of all transactions.
- Responsible for the preparation of and issuance of town employee weekly payroll. Includes setting up all employees in payroll system accurately with benefits & deductions in accordance with the Town Personnel Policy. Creates payroll reports, generates payroll checks & direct deposit ACH files, prepares check warrants for Selectboard approval and releases payroll.
- Performs reconciliation of employee deductions with actual monthly benefit costs.
- Prepares: W-2s, W-3s, Form 1099, Form 1096, Weekly 941 deposits & Quarterly 941 reports, Monthly VT Municipal Retirement deposits & Quarterly VT Municipal Retirement reports, Monthly VT State Withholding deposits & Quarterly VT State Unemployment reports, VT State Treasurer's Quarterly report for marriage & dog licenses, Annual Federal Survey of County Municipal & Township Government Finances, Annual VLCT PACIF insurance renewal.

- Enters into computer invoices for all town department and special fund expenses, accurately codes to expense account lines, processes payments and prepares check warrants for Selectboard authorization and approval to pay. Releases checks upon approval. Transfers funds to and from town accounts to cover expenses from any special funds.
- Responsible for processing stop payments and generation of replacement checks.
- Receives revenues from all town departments, enter into cash receipts journal, make weekly bank deposits, post revenues to general ledger.
- Prepares financial statements for Thompson's Point Wastewater Committee and assist in preparation of annual budget. Creates spreadsheet to calculate annual sewer usage for individual leaseholders, create annual bills and collect payments. Works with Thompson's Point Wastewater Operator to resolve any billing or meter reading issues. Maintains accounts receivables for billings.
- Creates spreadsheet, calculate, bill and collect annual bond payments for Thompson's Point leaseholders. Maintains accounts receivables for billings.
- Reconciles bank statements for all municipal and special fund accounts.
- Prepare and analyzes town and departmental financial statements; reconciles accounts and prepares corrective journal entries where required. Prepares monthly financial reports for Selectboard and other town department heads.
- Monitors and analyzes department budgets; identifies potential budgetary concerns and informs Selectboard of same.
- Advises Selectboard on financial matters concerning insurance matters, purchasing, personnel and employee benefits.
- Maintains personnel records and actively participates in personnel issues as relates to administration of employee benefits. Administers health, vision and municipal retirement benefits.
- Assists and advises Selectboard in annual tax rate calculation.
- Prepares financial documents, exhibits, statistical summaries and other materials for inclusion in town's annual report.
- Assists Selectboard in preparation of town's annual budget.
- Creates property tax bills, collects and reconciles property tax payments.
- Responds to questions and concerns from taxpayers on bills and payments and resolve complaints. Explains to public policies and procedures of the Treasurer's/Collector's Office; courteously, patiently and effectively to obtain cooperation and avoid conflict.
- Prepares financial statements and other materials for annual Workman's Comp audit, communicates directly with auditor to complete the process.
- Responsible for closing month, quarter and year in accounts payable, payroll and general ledger, making adjusting entries as necessary. Prepares all year-end financials for annual independent audit at the close of the fiscal year; serve as primary liaison to outside auditors.
- Supervises and trains Assistant Clerk/Treasurer. Develop job directions, assign tasks, provide instruction and evaluate performance.

- Authorized signer for all local school district payroll, accounts payables, check warrants and notes.

Knowledge, Ability & Skill:

- Thorough knowledge of the principles and practices of municipal accounting and financial reporting. Working knowledge of the applicable provisions of Vermont general laws. Working knowledge of computer applications for accounting and financial management.
- Thorough knowledge of Town Personnel Policy as it relates to employee benefits.
- Ability to establish and maintain effective working relationships with town officials and departments, banking professionals, state agencies and the general public. Ability to communicate effectively in written and oral form.
- Ability to establish and maintain complex financial record keeping systems.
- Proficiency in hiring, supervising and training departmental staff.
- Self-supervising, exercise authority and accept responsibility for all policies, procedures and operations of department.
- Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure and deadline requirements.
- Ability to exercise independent judgment in conducting duties and responsibilities.
- Excellent customer service, communication and interpersonal skills. Skill in operating computers and utilizing appropriate software applications.
- Aptitude for numbers and detail.
- Excellent organization skills.
- HIPAA certified.

Physical Requirements:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Frequent interruptions to assist customers in the office or on the phone.
- May spend extended periods of time at computer, on telephone or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records up to 40 lbs.