

Town Treasurer

Not Graded - Elected

Town Administration

Effective: 2022

Purpose:

The Town Treasurer is elected for a three-year term. The position is a part time salaried position with no benefits and the work hours range from 10 to 20 hours a month. Compensation for this position is determined by the Selectboard.

The Treasurer may not be an Auditor, Selectperson, Municipal Manager, Cemetery Commissioner, or School Director.

Essential Functions:

- The Treasurer shall appoint one Treasurer Assistant and may revoke that appointment at any time. When the Treasurer appoints an assistant, the Treasurer is responsible for acts or omissions of the assistant. The Treasurer must ensure that the appointment is recorded in the Town Clerk's office.
 - If the Treasurer fails to appoint an assistant within 10 days, the Selectboard may appoint the assistant and may revoke the appointment at any time. In this case the Assistant Treasurer must be bounded prior to taking office.
- Interact and consult with the Town Financial Director, Town Manager and Selectboard on a regular basis.
- Moneys received by the treasurer may be invested and reinvested with approval of the Selectboard. The Treasurer and the Selectboard have joint authority and must come to an agreement regarding the investing of town funds.
- Review quarterly reports prepared by the Finance Director and ensure those reports are given to the Selectboard.
- Keep a running account of the town's moneys, bonds, notes and evidence of debt paid, and monies paid out by various departments.
- The Treasurer must review warrants and corresponding invoices, sign necessary checks, and notify the Selectboard if there are insufficient funds to cover the checks.
- The Treasurer must review and keep a public record showing the amount of tax money voted on and the amount billed.
- Within 15 days of the final tax installment the treasurer must deliver to the Delinquent Tax Collector a list of all unpaid taxes.
- At least 25 days before town meeting, all officials and any other persons authorized to receive or disburse town tax money must close the accounts with the auditor. If the treasurer refuses to make this accounting, he or she will be ineligible for reelection and may be subject to penalties.

- Adhere to all Town policies and regulations in regard to safety and personnel matters.

Non-Essential Functions:

Attend learning experience classes, in particular with state reporting requirements. Non-essential job functions are performed after the essential functions and all job duties.

Job Standards /Accountability:

The primary job function is to complete statutory financial duties, in particular Title 24.

Working Conditions:

Duties are performed within the office setting and may include work outside of the office such as attending workshops.

Qualifications:

Bachelor's Degree in business finance or equivalent combination of work experience in business finance and financial analysis and education. Proficiency in Microsoft Word and Excel. Familiarity with the workings of local government is helpful but not required.