

**Purpose:**

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

~~, performing the duties as set forth in general law of the state of Vermont. The work hours for this position are 12 to 20 hours per month. The Treasurer may not be an Auditor, Selectperson, Municipal Manager, Cemetery Commissioner, or School Director. Town Treasurer shall not serve as the town's Financial Assistant. Compensation for this position is determined by the Selectboard.~~

**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.~~
- ~~Complete the duties as detailed in the general law of the state, in particular in 24 VSA Chapter 54~~
- ~~Keep town's financial records, including all bank accounts in accordance with Selectboard authorization~~
- ~~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.~~
- ~~Utilize the Town's fund accounting system for Town, cemetery and any special accounts~~
- ~~Prepare and make bank deposits~~
- ~~The Treasurer must review warrants and corresponding invoices, sign necessary checks, and notify the Selectboard if there are insufficient funds to cover the checks. Responsible for completing or delegating internal bank transfer of funds from one account to another~~
- ~~Sign checks after approval by Selectboard~~

- ~~•~~
- ~~•~~ Prepare monthly reconciliation of accounts to bank statements
- ~~•~~ 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.

~~Keep record of taxes voted and record outcome of tax appeals~~

- ~~•~~ 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.

- ~~•~~
- ~~•~~ Borrow money as authorized by the Selectboard
- ~~•~~ Invest excess cash as authorized by the Selectboard
- ~~•~~ Complete Town and school treasurer duties, including the accounting for the hot lunch program at Richmond
- ~~•~~ Elementary, keeping financial records of cash receipts and disbursements, investing funds, processing of school payroll and related reports required by the school board or the general law of this state
- ~~•~~ Reconciliation of all Town and school district financial accounts
- ~~•~~ Be a member of the Richmond Board of Abatement
- ~~•~~ Interact and consult with the Town Financial Assistant, Town Manager and Selectboard on a regular basis
- ~~•~~ Adhere to all Town policies and regulations in regard to safety and personnel matters.

**Non-Essential Functions:**

- ~~Attend learning experience classes, in particular with NEMRC updates and state reporting requirements. Non-essential job functions are performed after the essential functions and all job duties.~~
- ~~Filing and maintaining office records efficiently and accurately~~
- ~~Perform payroll duties when necessary~~

**Job Standards /Accountability:**

The primary job function is to complete statutory financial duties, in particular Title 24. of the Town in an efficient manner. ~~Non-essential job functions are performed after the essential functions and all job duties. The quantity and quality of work performed will be reviewed on a regular basis by the voters of the Town. Use of common sense in dealing with Town staff, general public and others, in a thoughtful and considerate manner is important to the proper functioning of this office. As this position involves handling of vital and financial records of private citizens, confidentiality in those matters is necessary.~~

**Working Conditions:**

~~Physical requirements require the ability to type using a computer, ability to deliver bank deposits and financial documents to commercial banks and other locations, and the ability to answer the phone. These Duties are performed within the office setting and may include work outside of the office such as attending workshops, and some physical lifting of supplies and small equipment.~~

**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. ~~office practices and procedures and the ability to operate office equipment. Proficiency in computerized accounting and in Microsoft Word and Excel. Ability to maintain office records efficiently and accurately; good knowledge of English, spelling, grammar, and punctuation and sense of humor is highly desired.~~ Familiarity with the workings of local government is helpful but not required.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_