

# **TOWN OF EAST MONTPELIER**

## **JOB DESCRIPTION: TOWN TREASURER**

### **RESPONSIBILITIES:**

- 1) Administer and monitor the financial system in order to ensure that the municipal finances are maintained in an accurate and timely manner. The records are to be reported under the “modified accrual basis of accounting” for fund accounting purposes.
- 2) Work in coordination with the Town Administrator and the Selectboard in drafting the annual budget.
- 3) Provide guidance and supervision over the Assistant Treasurer duties as they relate to the administration and monitoring of the financial system.
- 4) Work in coordination with the Board of Listers and Selectboard in regards to property taxes, as necessary for the accuracy and reporting of the municipal financial records.
- 5) Work in coordination with the Town’s personnel, Town auditors, and Selectboard to ensure adequate internal controls (checks and balances) are in place, as deemed reasonable based on the cost/benefit factors and size of the Town.

### **ESSENTIAL DUTIES:**

- Reporting
  - Maintain the Town’s fund accounting system.
  - Prepare monthly financial reports, such as monthly cash balance report, for the Selectboard and Town departments; provide other reports and documents as requested by the Selectboard or department heads.
  - Deliver to Town departments regular updates on notes and bonds payment schedules.
  - Work with the Town’s elected auditors; provide reports and other documents as requested; interface with auditors and settle all accounts with auditors for annual audit; prepare Town financial statements for annual report based on auditor’s report; prepare other budget information as directed.
- General Ledger Maintenance
  - Be responsible for all aspects of the general ledger for all Town financial accounts including all journal entries and maintenance of the system; accept other modules into the general ledger; maintain the chart of accounts.
  - Attend educational sessions to maintain and enhance knowledge of the NEMRC modules, the Town’s financial reporting responsibilities, and recommended Town financial methodologies.
- Cash Management
  - Reconcile general ledger monthly to bank statement.
  - Manage Investments.
- Payables/Expenditures (Vendor Payments)
  - Handle accounts payable needs of the Town: enter invoice data and review for accuracy with the supporting documents; print checks and warrant; present to Selectboard for payment; maintain vendor file.

- Receivables/Receipts (Taxes, Grants, and other related receipts)
  - Complete all necessary tasks related to tax administration for the Town, including corrections to tax bills and maintaining a record of delinquent taxes submitted to the Town by the collector of delinquent taxes.
  - Develop proposed tax rates for Selectboard approval.
  - Prepare and make bank deposits.
  - Accept appointment as, and perform duties of, collector of current taxes.
  - Accept payments from the public as necessary.
- Payroll
  - Process payroll and ensure payroll reporting is accurately reflected in the general ledger.
- Financing
  - Work with the Vermont Bond Bank in preparation and submittal of bond applications.
  - Work with various financial institutions to obtain quotes, back-up materials, and make payments for proposed and current notes, loans and bonds; keep note, loan and bond schedules up to date.
- External Audit
  - Work with the Town's external auditors on the annual financial audit; serve as the Town's lead contact with the external auditors; provide requested information in a timely manner.
- Other duties as directed by the Town Administrator

*(This list is not intended to be inclusive of all aspects of the Treasurer's duties; these duties are subject to change.)*

REPORTS TO: Town Administrator.

Approved: February 2, 2015 East Montpelier Selectboard Meeting