



Town of Blandford Massachusetts

Job Title: Treasurer	Location: 1 Russell Stage Road, Suite 15
Job Type: Appointed	Reports To: Town Selectmen
Hours per Week: 20 + or -	Pay Basis: Hourly

JOB DUTIES:

- Provide administrative direction and coordination on various town activities including: the receipt of all funds; investment and/or management of surplus cash; allocation of available funds; reporting of all funds; debt management and policies relating to such.
- Administers town payroll and personnel benefit program; responsible for the accuracy of all payroll deductions and related tax reporting; coordinates review of town health, life and dental insurance contracts.
- Develop, manage and maintain an accounting system for the collection and processing of financial data needed for effective control and decision making.
- Ensure that all financially relevant transactions and events are properly identified, measured, classified, recorded, and reported.
- Manage the administration of various transaction cycles and accounting transactions.
- Design and implement an effective internal control structure.
- Obtain information needed for external financial reporting
- Implement and maintain measures to safeguard town assets from theft or misuse.
- Provide Selectmen the information needed to demonstrate legal compliance.
- Maintain appropriate controls over the annual appropriated budget that ensure properly authorized transactions; segregation of incompatible duties; maintenance of records and documentation; controlled access to assets and records; and periodic independent checks on performance.
- Prepare financial statements regarding the Town's financial position, results of operations, and cash flows.
- Conduct cash management activities to ensure maximum cash availability and maximum investment yield; including receipt and deposit of cash and negotiable payments, custody of monies and securities of the town, disbursement of funds upon proper authorization, dealing with financial institutions, investment of cash in statutorily permissible instruments, cash budgeting and forecasting, and short-term borrowing.
- Responsible for the receipt, safekeeping and investment of all town money as authorized by Town By-laws, Town Policies and statutes of the Commonwealth of Massachusetts.
- Analyze interest rate change implications and the investment of all town funds.
- Develop and administer comprehensive financial policies to ensure fiscal planning and management, sound financial management, fiscal integrity, and fiscal stability.

- Prepares special financial reports in order to comply with state and federal requirements.
- Works with Selectmen and Finance Committee to develop departmental operating and capital budgets.
- Ensure effective property tax title and tax foreclosure procedures in accordance with state general laws and regulations. Maintains accurate detail on outstanding delinquent taxes; provides payoff figures, redemption certificates; negotiates payment plans; acts as auctioneer for sale of tax possessions; maintains accurate list of tax possessions; records disposition of property and determined properties to foreclose through land court, or sell at auction.
- Issue, in accordance with State law and the Town By-laws, short and long-term debt, performing monitoring and investment of borrowed funds in accordance with state and federal regulations.
- Manage, maintain, and control revenues and expenditures from each town fund; reporting the assets, liabilities, equity and performance of the fund. Fund types include General, Special Revenue, Capital Projects, Proprietary, Enterprise, Internal Service, Fiduciary and Trust.
- Attend Board of Selectmen and Finance Committee meetings to provide information on the Town's financial condition and make recommendations on financial strategies.
- Assist in preparation of finance related Board of Selectmen Agenda submissions.
- Review pending legislation with a view towards analyzing impacts on municipal operations.
- Performs similar or related work as required.

GENERAL RESPONSIBILITIES:

- Ensures all work is performed in accordance with all federal, state and local laws, rules and regulations and within mandated DOR and MA General Law.
- Attend meetings, workshops, training and review publications to remain current on practices and new developments in assigned work areas.
- Represent the town in a professional manner at all times. Ensure all accounting practices are completed in a prompt, efficient and ethical manner.
- Report all accidents, to self and/or property, as well as safety concerns to Town Selectmen and other related departments within 2 hours of the incident for non-emergencies. All emergency incidents must be reported immediately.
- Commitment to maintain a good working relationship with coworkers, other town officials and the general public.

REQUIREMENTS – MINIMUM QUALIFICATIONS:

- Bachelor's degree in public administration or finance with specific Town Treasurer experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Certification from the Massachusetts Treasurers/Collector's Association within three (3) years of appointment.
- Thorough knowledge of federal, state Massachusetts General Laws, and municipal laws, regulations, and procedures relating to the function of a municipal Treasurer.
- Knowledge of accounting, collection work, payroll, personnel, borrowing and investing and/or dealing with investment firms for further assistance of investing functions.
- Working knowledge of computer software applications in spreadsheet applications and word processing; knowledge of office procedures and equipment.
- Ability to analyze and interpret financial data, present reports of findings and recommendations, as well as the ability to budget and forecast revenue.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively under time constraints to meet deadlines.
- Ability to be bonded.

WORKING CONDITIONS:

- Light physical effort required to perform duties under typical office conditions.
- Occasional lifting of up to 30 pounds is required.
- Requires the use of a computer and operation of standard office equipment.
- Requires reading routine and complex documents both in print or electronically.