

Town of Eliot, Maine
Job Description

Position Title:	Treasurer	Grade Level:	VI
Department	Finance	Date:	04/2019
Reports to:	Town Manager	FLSA Status:	NON-EXEMPT

Statement of Duties: The Finance Director serves as the Town's Chief Financial Officer responsible for the provision of a range of professional, administrative and supervisory work of a major department of the Town overseeing all of the technical and finance functions, including the collection, receipt, investment, expenditure and custody of all municipal funds, the short and long-term borrowing of money and maintenance of the official fiscal records and financial systems. The employee is also responsible for the administration of human resource benefits. The employee is required to perform all similar or related duties.

Supervision: This position has no direct supervisory responsibility of other employees. Under the administrative direction of the Town Manager, the employee plans and carries out the regular work in accordance with the State of Maine General Laws and Regulations, standard operating practices and previous training. The employee has substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing the department's work activities including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve particular issues as they occur. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, new state or federal laws/regulations, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Accountability: Duties include *department level responsibility* for technical processes, service delivery, and contribution to municipal-wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality.

Supervisory Responsibility: The employee is required on a regular basis to provide direction and guidance to town employees to ensure that they are trained to follow town and state financial regulations and guidelines as well as operating policies and procedures. The employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process. Work operations may be subject to substantial cyclic or seasonal fluctuations, or substantial changes in work procedures, volume, or products, which are (or can be) reasonably anticipated and planned for in advance, e.g., tax billing, elections, recreational activities, or fiscal year end. Employees supervised work at the same location and the same work shift, a few may be dispersed to other locations.

Finance Department
Finance Director/
1/3/22

Town of Eliot, Maine
Job Description

Confidentiality: The employee has regular access at the departmental level to a wide variety of confidential information, including official employee personnel files, collective bargaining, client and department records.

Judgment: Work is performed based on administrative or municipal policies, general principles, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity: Work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, and integrating activities and programs for more than one function within the municipality.

Work Environment: The work environment involves everyday discomforts of a municipal office subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee may be required to work beyond normal business hours in order to attend evening meetings.

Nature and Purpose of Contacts: The employee has constant interaction with local, state, and federal government officials, State of Maine Revenue Service, community leaders and any other individuals to protect and promote the municipality's overall interest. Employee must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Responsible for deposits, transfers, investments, disbursements and reconciliation of cash received from various town departments; oversees the posting and reconciliation of ledgers and accounts on a quarterly basis.

Responsible for balancing, tracking and protecting all town bank accounts, investments and trust funds in accordance with state and federal laws and regulations.

Maintains employee benefit plans as well as official employee personnel files as well as the administration of various human resource services.

Finance Department
Finance Director/
1/3/22

Town of Eliot, Maine
Job Description

Assists the Town Manager with the development and implementation of human resource policies and operating procedures.

Develops financial studies and plans. Forecasts, estimates and monitors the financial condition of the Town to assure the fiscal well-being of the Town. Prepares cash flows and budgets for general fund expenditures, bonds and department expenditures.

Performs cost control activities; monitors revenues and expenditures to assure sound fiscal control, assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Prepares and provides monthly budget to actual reports for the Town Manager, Department Heads, Board of Selectmen and other Town Boards/Committees.

Oversees the town's payroll process including the implementation of employee benefits regarding taxes, issuance of year end reports and documents such as 1099's and W-2s, health, life insurance and retirement issues.

Plans and directs the collection, receipt, disbursement and investment of all Town revenues including but not limited to taxes, various fees, motor vehicle excise taxes and all other receipts in accordance with local and state laws and/or regulations.

Develops and implements efficient cash management operating procedures and related policies including the forecasting and maximizing of cash flow, monitoring cash receipts and maintaining internal financial control procedures including the reconciliation of Town bank account.

Monitors cash levels to ensure that adequate funds are available to support Town payroll and accounts payable expenditures.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Responsible for the issuance of demand notices regarding delinquent tax payer accounts; maintains accounts payable records in a detailed and accurate manner.

Oversees and authorizes the research and preparation of municipal lien certificates requested by attorneys and lending institutions for property sales and refinancing; prepares all paperwork in support of tax liens and tax foreclosures initiated by the Town.

Responsible for the maintenance of Town tax records.

Maintains the custody of securities for trust funds; collects, accounts for, and invests income from investments in fund portfolios in accordance with state and federal laws and regulations; manages the Town's Trust Funds including related deposits, withdrawals, investments,

Finance Department
Finance Director/
1/3/22

Town of Eliot, Maine
Job Description

reconcilements and the preparation of related reports as necessary.

Borrows funds on a short and long-term basis in support of various for town and school capital projects in accordance with state and federal regulations and to meet other Town fund needs as necessary. Prepares an Official Statement describing the ability of the town to repay specific debt issuances; takes bids, signs borrowing documents, disperses funds, reconciles accounts. Deals with the town's financial advisor and Bond Counsel, the State and other departments involved in each borrowing.

Responsible for overseeing the maintenance and updating of the inventory of all Town capital and infrastructure assets in conjunction with the Town's auditors.

Responsible for the preparation and distribution of various local, state and/or federal financial related reports.

Prepares and oversees the administration of the department's operating budget; and the maintenance of associated records.

Serves as backup to the Administrative Assistant II with regard to processing weekly payroll

In conjunction with the Town Manager and the Town's independent auditor, ensures the integrity of the financial assets in the custody of the Town; participates in the conducting of the Town's annual financial audit.

Responds to inquiries from the public, town departments, local and state officials and other interested parties regarding the management and investment of town funds and tax title properties.

Attends training programs and seminars in order to maintain knowledge of changes in State or Federal regulations or laws pertaining to the functions of a municipal Treasurer's department in the State of Maine.

Recommends changes to the Town Manager regarding the management of the Town's financial operations to ensure for the efficient and effective management of Town funds.

Assists the Town Manager with the preparation and presentation of the Town's annual operating and capital budgets as well as the development of financial studies including forecasts and estimates regarding the Town's financial condition.

Recommended Minimum Qualifications:

Education and Experience: Graduate of a four year college with a Bachelor's degree or an equivalent master craftsman level of trade knowledge in finance, accounting or a related field; three to five (3-5) years of progressively responsible municipal finance work; or any equivalent

Finance Department
Finance Director/
1/3/22

Town of Eliot, Maine
Job Description

combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Must have or be able to obtain Maine Municipal Treasurer Certification within two (2) years of appointment. The employee must be bonded on the date of appointment. As a condition of employment, the employee must complete a personal background investigation.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of federal, state, and municipal finance laws and accepted financial operating procedures related to the functions of a municipal Treasurer; knowledge of accounting, collection work, payroll, and borrowing of funds and investing functions; working knowledge of office and financial software applications including payroll, spreadsheet applications, data base management and word processing; knowledge of office procedures and equipment; knowledge of investing and dealing with banks and financial advisors; working knowledge of town and state government organization and functions. Knowledge of technology such as the Internet and web site in support of department operations. Knowledge of the rules and regulations governing the foreclosure process and subsequent redemption or sale of Town-owned property.

Abilities: Ability to communicate appropriately and effectively in written and oral form; ability to establish and maintain effective working relationship with department and Town employees as well as local and state officials; ability to be bonded as Town Treasurer; ability to deal effectively with disgruntled members of the public and town employees; ability to manage multiple tasks in a detailed, accurate and timely manner. Ability to operate a personal computer and software in an efficient manner and to prepare and analyze detailed and accurate financial reports. Ability to plan, assign and supervise the work of subordinates. Able to support the Town Manager in his/her role by providing financial guidance; i.e. spreadsheets, suggestions, overviews, and explanations (both public and private meetings). Ability to establish and maintain effective working relationship with Town Manager, Department Heads, Board of Selectmen and employees.

Skill: Proficient oral and written communication skills; proficient business math skills; and proficient organization skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment.

Finance Department
Finance Director/
1/3/22

Town of Eliot, Maine
Job Description

Motor Skills: Duties are largely mental rather than physical. The employee is required to apply basic motor skills in order to perform activities such as operating a telephone system, office equipment, personal computer keyboarding, and the filing or sorting of papers.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.