

I. POSITION TITLE: **Treasurer**

II. SUPERVISOR: Town Administrator

III. GENERAL DESCRIPTION OF DUTIES: The Treasurer serves as the town's cash manager. The Treasurer maintains custody of all municipal funds and has responsibility for the deposit, investment and disbursement of town monies. The Treasurer administers the town's resources to ensure adequate liquid assets to pay obligations as they become due. The Treasurer plays a principal role in municipal borrowing, manages tax title accounts and superintends tax foreclosure proceedings. As a member of the Town's financial team, the Treasurer works closely with the Town Administrator, Town Accountant, Tax Collector, Town Clerk & Assistant Tax Assessor on town fiscal affairs.

IV. DUTIES AND RESPONSIBILITIES: *numbers in parentheses are MGL references*

A. Responsibility relating to payment and accounting of wages and salaries:

1. Receive, account for and disburse all payroll and personnel deduction amounts including taxes, retirement, insurance, OBRA and deferred compensation. The department head or supervisor must attest to their accuracy before the Treasurer may make payment. (41:41) The Treasurer acts as remitting agent for withholding taxes, retirement programs, employee health benefits and all other benefit plans.
2. Maintain all payroll and benefit records, including COBRA records, and as act as liaison between town employees and the Dukes County Retirement System and insurance vendors. (149:178B; 175:138A)
3. Act as custodian and administer the unemployment compensation program & special fund. (40:5E) Administer town's participation in the DUA Seasonal Employment Certification program.
4. Assure compliance with Massachusetts General Laws and federal regulations pertaining to labor, retirement and insurance benefits, as well as maintaining federally mandated employee identification documents.
5. Monitor conformity with the town's Human Resource By-laws and Labor Agreements.
6. Assist new employees with new-hire paperwork, including the coordination with other town officers and departments.

B. Take custody of all town monies, scrupulously account for town funds by maintaining a breakdown of all receipts, disbursements and cash balances. (41:35)

1. Receives and identifies monies due to the town and furnishes accountant with detailed record thereof.
2. Insures safe-keeping of funds so received
3. Manages town monies in order to insure maximum cash availability and maximum yield on short-term investment of idle cash.

C. Determine the cash needs of the town and ensure that sufficient liquid assets are available to pay current obligations, transfer funds as needed.

- D. All money not required to be kept liquid must be invested at the best rate of return while taking into account of safety, liquidity and yield. (44:55B) Shall annually review the Town's investment policy, and make a report to the Select Board.
- E. Responsibility relating to debt:
1. The Treasurer may issue debt after an affirmative vote of the town meeting. Temporary loans require a majority vote and long-term borrowing requires a two-thirds vote. (44:4,6,6A,7)
 2. Debt instruments must be signed by the majority of the Select Board and the Treasurer.
 3. Upon authorization of long-term debt, the Treasurer prepares for the sale by working with the town's Financial Advisor, bond counsel, the Select Board and Town Administrator. The Treasurer negotiates borrowings and prepares the necessary documents, notes and reports for the Director of Accounts for all debt issued. (44:16,23,24,28)
 4. Report to the Town Accountant and Finance Advisory Committee the amount of principal and interest due in the next fiscal year and submit the budget estimate. (41:59)
 5. Make all debt service payments in a timely manner to maintain the town credit rating.
- F. Only the Treasurer may pay out public money. Upon approval of the bills by the duly authorized person, the Treasurer will pay the items on the warrant after it has been prepared, approved and signed by the Town Accountant and a majority of the Select Board.
- G. The Treasurer serves as the town's representative on the: Dukes County Retirement System Advisory Board, and the Dukes County Pooled OPEB Trust.
- H. The Treasurer maintains custody of all Stabilization funds, Tri-Town Ambulance funds and Trust Funds and investments not specifically allocated to other agencies by general law or special act. (40:5B, 5D; 41:46; 44:53F½) The treasurer serves as the town's representative on the board of the Dukes County Pooled OPEB Trust.
- I. The Treasurer should diligently maintain tax title accounts, conduct sales of land of low value in proper circumstances and prepare documents required to petition for foreclosure, when appropriate. (60:50, 61, 62, 63, 76, 77, 79, 80)
- J. The Treasurer shall prepare monthly cash reconciliations and report to the Town Accountant and Town Administrator of all receipts and balances; reports of payroll deductions (retirement funds, group insurance and federal and state with holdings). On an annual basis, report a statement of receipts and disbursements, a statement of debt, a report of trust funds and reports required by the Bureau of Accounts, including an annual filing on or before September 15th of the reconciliation of Treasurer's cash. (IGR 83-02, pp. 2-7 through 2-8)
- K. The Treasurer must obtain a performance bond, in an amount set by the Select Board, but not less than the minimum amount established by the Commissioner of Revenue on the Bond Amount Schedule.
- L. The Treasurer communicates with rating services and works to create and maintain financial policies and procedures to insure the town's good credit rating.

- M. The Treasurer shall prepare their annual department budget.
- N. The Treasurer shall provide to the town auditors all necessary documents for the successful completion of the audit. The Treasurer must convey to the Auditor any known violations of ethical conduct or Municipal Law.
- O. The Treasurer shall remit to the state monthly or quarterly, license fees.
- P. The Treasurer shall be the Public Records Officer for all documents they are responsible for or have custody of.
- Q. The Treasurer shall annually review their records, determine which are eligible for disposal, and seek permission from the Supervisor of Public Records for their destruction.
- R. Attend Finance Committee meetings.
- S. Other related duties as assigned by the Supervisor.

The Treasurer shall also educate self in Massachusetts General Laws and other sources as they pertain to the Select Board's practices and procedures; review changes in requirements with the Board. Participate in continuing education through classes and conferences as determined by the Select Board of Selectmen and as required by Massachusetts General Laws.

The essential functions or duties listed are intended only as illustrations of the various types 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.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved.

V. SUPERVISORY RESPONSIBILITIES: None

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- A. Knowledge of state laws and town by-laws as they relate to the responsibilities of the Treasurer especially MGL Chapter 41 and 44.
- B. Ability to work without supervision in a timely manner while exercising judgment and initiative. Errors could have serious legal and financial repercussions.
- C. Ability to communicate effectively in writing and verbally, publically and privately with state and local officials, the town's employees and the public.
- D. Knowledge of proper municipal financial management. Familiarity with investment vehicles, banking products and operations.

E. Knowledge of computer applications and spreadsheets, and skill in the operation of computer office software to prepare various financial reports.

F. Working knowledge of computer applications for payroll and financial management.

G. The ability to complete work in a timely and accurate manner in accordance with prescribed procedures.

H. The ability to express oneself clearly and concisely both orally and in writing and to speak effectively in public in regard to the position’s responsibilities.

I. Good judgment regarding the difference between the public’s access to information and the confidentiality of private employment information, including HIPPA protected information.

J. Professional accreditation as a municipal Treasurer, or the ability to achieve accreditation within four years. Maintain accreditation through continuing education.

K. Skill in meeting and dealing effectively with other departments, other governmental agencies, and the general public.

L. Bachelor’s degree in a financial related field or demonstrated equivalent professional experience.

VII. POSITION GRADE LEVEL & Time Requirements:

Grade 11, Exempt 40 hours per week

Approved by Human Resources Board: Date: 12-02-2021 Chair: _____

Voted by the Select Board: Date: 12-07-2021 Chair: _____