



## **Job Description**

Position: Assistant Town Treasurer  
Primary Location: Town Hall  
Employment Status: Full-time, Hourly, Non-Exempt  
Reports To: Town Treasurer  
Description Updated On: September 15, 2021

### **Summary/Objective**

The Assistant Town Treasurer is responsible for performing administrative and bookkeeping. Performs the functions and duties of the Town Treasurer in the event of his/her long-term absence. The employee is required to perform all similar or related duties.

This position may supervise or manage clerical staff on an occasional basis, under specific circumstances which are determined by the Town Treasurer.

### **Essential Functions**

- Responsible for the data entry of the Town's payroll system including the preparation of State and federal reports.
- Responsible for the processing of accounts payable.
- Performs banking transactions as requested by the Town Treasurer.
- Processes departmental bills including but not limited to debt and insurance payments and weekly payroll deductions.
- Answers in-coming telephone calls and greets visitors at a counter in response to questions and/or concerns pertaining to department services.
- Prepares and processes department invoices and maintains department filing system for official records and correspondence.
- Assists in the preparation of official documents such as the department payroll.
- Records all cash receipts by category, reconciles some of the department's cash book with the Town Treasurer; makes deposits and payroll and accounts payable fund transfers between bank accounts.
- Performs basic arithmetic computations in a detailed and accurate manner in order to maintain a record of fees collected.
- Prepares and submits written reports to supervisor as required by the Town Treasurer.

### **Required Qualifications, Education, and Experience**

Bachelor's degree, and a minimum of three years of experience in accounting, banking, or an office setting; 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.

### **Preferred Qualifications, Education, and Experience**

Ability to be bonded. Certification (or ability to obtain) as a Massachusetts Town Treasurer is preferred.

### **Knowledge, Skills, & Abilities**

- Working knowledge of office procedures and practices; some knowledge of state regulations and state laws and Town By-laws pertaining to the office of the Town Treasurer. Knowledge of municipal finance and how Town Treasurer department operates and the services that are provided. Thorough knowledge of hardware and software technology such as municipal payroll software and office software (i.e., word processing, database management and spreadsheet applications) as well as the Internet in support of department operations. Working knowledge of municipal accounting and bookkeeping principles. Thorough knowledge of office billing practices and operating procedures. Thorough knowledge of the provisions contained in the Town Personnel By-law, employment agreements and collective bargaining contracts.
- Proficient skill in the operation of a personal computer and applicable office and payroll software; proficient customer service as well as written and oral communication skills. Effective problem solving skills.
- Ability to establish and maintain effective and harmonious working relationships with Town officials and departments, state agencies and the public; ability to communicate effectively in written and oral form; ability to establish and maintain financial record keeping systems; ability to operate a telephone and standard office equipment; ability to operate a personal computer and office software. Ability to work under pressure and to meet deadlines. Ability to deal tactfully and effectively with disgruntled members of the public. Ability to manage multiple tasks in a detailed, accurate manner.

### **Physical and Mental Job Requirements**

Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, kneeling, walking, and standing. There may also be some occasional lifting, pushing, or pulling objects such as office equipment or computer paper.

- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Memorization/concentration
  - Learning/knowledge retention
  - Preparing/analyzing numerical figures
  - Analyzing/examining/testing data
  - Emotional/behavioral self-regulation
  - Interacting with others

**Work Environment**

- The functions of this role are conducted in a typical office environment.

**Hours of Work**

- This role is paid on an hourly basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek.

**AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_