

TOWN OF SHERIDAN TREASURER JOB DESCRIPTION

This job description is not a contract but is only an understanding of what the position involves

CLASS TITLE: Treasurer

ACCOUNTABLE TO: Mayor

SUPERVISION RECEIVED: Works under the general supervision of the Mayor

SUPERVISION EXERCISED: Generally None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge skill and/or ability required.

SUMMARY OF WORK: Responsible for the oversight of the accounts receivables and payables for the Town of Sheridan. The Treasurer/Finance Director is responsible for cash management, collections and refunds, as well as activities surrounding financial reporting. They are also responsible for the determination of cash requirements, short-term cash investments and maintenance of appropriate cash flow. Establishes short-term and long-term borrowing needs and recommends short-term investing plans. Responsible for identifying cost-saving and profit maximizing opportunities and ensuring compliance with Government Accounting Standards. Manages all banking needs.

This individual is often part of the executive team and typically reports directly to the Mayor.

EDUCATION: A bachelor's degree in accounting, business, investments, finance; or at minimum an associate's degree with 5 years of experience. Must have working knowledge of automated accounting systems, as well as office machines typically found in any office.

KNOWLEDGE

- English Language -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Administration and Management -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Law and Government -- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

- Personnel and Human Resources -- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Clerical -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Knowledge of Government Accounting.

FINANCIAL RESPONSABILITIES

- The town treasurer manages the investments of the town using standard government accounting procedures.
- Responsible for working with the budget committee to prepare the town's annual budget.
- Supervises expenditures and receipts and keeps the town on budget.
- Records accounts payable and receivable in a timely manner, and prepares the payroll for the town.
- Works with auditors to certify tax assessments and levies.
- Assists clerk in collecting building permit fees and other special fees assessed by the town for services, such as water and sewer.

MANAGERIAL RESPONSABILITIES

- Responsible for preparing correspondence pertaining to job.
- Files reports in a timely manner with the appropriate local, state and national offices.
- Responsible for managing payroll and assisting Mayor with human resources

PUBLIC RESPONSABILITIES

- Assist in collecting funds for utilities bills and depositing funds in an accurate and timely fashion.

JOB DUTIES AND TASKS

- Plan and direct the maintenance, filing, safekeeping, and computerization of all municipal documents.
- Maintain fiscal records and accounts.
- Perform budgeting duties, including assisting in budget preparation, expenditure review, and budget administration.
- Coordinate and maintain office-tracking systems for correspondence and follow-up actions.
- Perform contract administration duties, assisting with bid openings and the awarding of contracts.
- Collaborate with other staff to assist in the development and implementation of goals, objectives, policies, and priorities.
- Represent municipalities at community events, and serve as liaisons on community committees.

- Serve as a notary of the public.
- Help persons with disabilities in reaching less accessible areas of municipal facilities.
- Process claims against the municipality, maintain files and log of claims, and coordinate claim response and handling with municipal claims administrators.
- Provide assistance with events.
- Oversee forecast cash flow positions, related borrowing needs and funds available for investment
- Ensure sufficient funds are available to meet ongoing operational and capital investment requirements
- Assist with the Annual Financial Report and Audit and complete the Management Discussion and Analysis Report.
- File financial reports in a timely fashion to local, state and federal entities.
- Maintain an efficient system of policies and procedures that impose an adequate level of control over treasury activities and provide support for regulatory reporting
- Ensure the accuracy and effectiveness of the organization's billing programs
- Maintain strong communications with banks and other financial service providers
- Oversee electronic cash receipt and cash disbursement processing and accounting
- Serve as the primary contact with commercial banks in cash management services, trust, custody and with business managers regarding day-to-day treasury needs
- Monitor quarterly and annual compliance with loan agreements
- Review and analyze banking and investment management fees to identify cost reductions
- Develop and enforce strong internal controls and financial management policies
- Backup for the clerk

PHYSICAL DUTIES

The work is sedentary, typically performed while sitting at a desk or table. There may be some walking, standing, bending and carrying light objects such as papers and books. No special physical demands are required to perform the work.

Employee Signature: _____ Date: _____

Supervisor/Mayor's Signature: _____ Date: _____