

TOWN TREASURER / ASSISTANT DIRECTOR OF FINANCE AND BUDGET (DFB)

Position Purpose:

Performs professional administrative and supervisory work involving the receipt, expenditure and custody of municipal funds, the borrowing of money, and the custody of tax title properties; supervisory work as it relates to payroll for all active employees and performs all other related work as required.

Supervision:

Supervision Scope: Performs responsible functions of a complex nature which require the use of independent judgment and initiative in the planning, evaluation, organization, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel in regards to both active and retired employees. Performs a variety of responsible functions within the guidelines established by statute and professional standards.

Supervision Received: Works under the general direction of the Director of Finance and Budget (DFB) /Town Accountant and in accordance with applicable Massachusetts General Laws, town policies, town bylaws, and relevant state, federal, and local regulations and standards. Generally functions independently, referring specific problems to supervisor only where clarification or interpretation of Town policy or procedure is required.

Supervision Given: Has direct supervisory responsibility for one full time and two part-time employees, developing job direction, assigning tasks and instructions, prepares employee performance evaluations, counsels and disciplines staff consistent with town policies; management of departmental budget and cost control.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy and frequently interrupted requiring excellent multitasking abilities. Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Makes regular contacts with other town departments/boards/committees, banks, Town Counsel, investment brokers and advisors, outside attorneys, general public, and peers. Contacts are by phone, correspondence, and in person; they require some persuasiveness and resourcefulness to influence the behavior of others as well as the ability to negotiate rates, terms and other financial matters.

Has access to departmental, as well as some employee/retiree-oriented confidential information such as personnel records, bid proposals, lawsuits, personal information about citizens, negotiating positions, and other information, which requires the application of appropriate judgment, discretion and professional protocols.

*Town of Littleton, MA
Town Treasurer/Assistant DFB
FLSA Status: Exempt
July 2, 2020
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Errors in judgment could have continuing adverse effect on the Town's ability to deliver services, result in loss of municipal revenues, have far-reaching legal and financial ramifications, and cause significant adverse public relations.

Essential Functions:

(The essential functions or duties listed below 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.)

Operates under the authorities granted to the Town Treasurer per applicable MGL; Town Treasurer/Assistant DFB must obtain a performance bond no less than the minimum set by the MA Department of Revenue.

Establishes short and long range plans and objectives, and assumes responsibility for department results. Provides professional advice to town officials, departments, boards and committees as it relates to the financial needs of the town

Responsible for the custody, management, investment and monitoring of all cash for the Town, as well as the Light and Water Departments including the development of monthly cash flow requirements, the availability and movement of funds to meet the requirements of the Town and/or arranging for the temporary borrowing of funds as necessary. Responsible for the development and ongoing monitoring of internal control procedures in the Treasurer's Office to ensure the safety of the Town funds under the care and custody of the Treasurer.

Responsible for the planning, scheduling, coordination, issuance and final approval and sale of all permanent debt obligations for the Town, as well as the Light and Water Departments; Ensures payment of all debt service and maturing debt obligations; determines the timing and issuance of any short-term notes necessary for project funding prior to the issuance of any permanent long term debt. Provides information to and coordinates meetings with Moody's and/or Standard and Poor's credit rating agencies for town bond ratings; signs bonds, notes and other papers of credit for the town.

Responsible for the development, maintenance and management of the Town Investment Policy; reviews and recommends changes to the policy to the Select Board. Invests town funds per policy guidelines and submits a semi-annual report to the Finance Committee detailing policy exceptions, if any.

Responsible for the custody of all securities held in trust by the Town; Works with the Trust Fund Commissioners in the direction, policy development, investment and oversight of Town Trust Funds; reviews and recommends changes to the Trust Fund Policy to the Trust Fund Commissioners; reviews the Trust portfolio for acceptable investments.

Coordinates the acceptance of funds with outside Trust attorneys; responsible for the disbursement of funds to various individuals or organizations as voted by the Trust Commissioners in accordance with any applicable Trust Agreement in effect. Collects and accounts for income, realized and unrealized gains from investments in fund portfolios.

Responsible for the development, maintenance and management of the OPEB Investment Policy; reviews and recommends changes to the policy to the Select Board and Light and Water Commissioners. Responsible for the investment and custody of all OPEB funds as the sole Trustee per Trust agreement established by the Town. Hires actuarial firm, coordinates data collection and approves final bi-annual OPEB study outlining the Town's future benefit obligation according to GASB 45.

Maintains custody of all escrow accounts and acceptance and disbursements of funds as voted by the applicable Town board or department.

Oversees tax title proceedings; contacts and collects delinquent real estate taxes from property owners; develops and negotiates payment plans with taxpayers and/or attorneys; maintains detailed records on all correspondence with taxpayers; records appropriate documents with the Registry of Deed; coordinates and monitors the foreclosure process with the Town's Tax Title attorney. Performs tasks related to Land Court foreclosures including any documents required to petition for foreclosure. Responsible for the sale of tax title parcels per town policy via auction or sale through the Tax Title Abutters Program.

Supervises the payroll function for all current employees of the Town including the preparation of a bi-weekly payroll, the disbursing of all payroll and personal deduction amounts and the maintenance of all payroll records.

Works in conjunction with Human Resources in assuring compliance with all applicable Federal & State laws pertaining to labor, industry standards, and retirement and insurance benefits. Monitors compliance with applicable Town By-Laws and union contracts in all payroll related matters.

Assists the Director of Finance and Budget in the development of the Town's annual budget, capital plan, financial analysis, long-range financial planning, assists in the preparation of financial warrant articles and year-end reporting to the Department of Revenue. Assists with developing and presenting the Tax Classification materials and conducting the hearing. Assists in the development of Town-wide financial policies. Presents and discusses recommendations and/or financial impacts with the Finance Committee, School Committee and Board of Selectmen as necessary.

Responsible for the preparation and payment of Federal and State payroll taxes; prepares and files quarterly State and Federal tax forms and wage reporting as well as monthly sales and meals tax filings.

Responsible for the monthly reconciliation of all cash accounts, cash book entries, payroll deductions, bank accounts, stabilization accounts, performance bond accounts, capital project accounts, investment accounts and all related accounts such as debt records, trust accounts, tax title accounts. Responsible for all Light & Water Department cash and special accounts such as Rate Stabilization, Depreciation and Retirement, and all operating cash accounts.

Prepares and files all applicable annual reports with the Department of Revenue and other State and Federal agencies as required.

Responsible for the development of the department budget as well as a Town-wide budget for all benefit related expenditures and debt service requirements. Authorizes all expenditures from the departmental budget including all payroll, deduction and expenditure warrants.

Member of the Middlesex County Retirement Advisory Board.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in finance or related field with five years of increasingly responsible experience in financial management and analysis including; cash management, payroll, tax title, or other finance related fields; certification as a Certified Massachusetts Municipal Treasurer (CMMT) or CMMT required within four years of hire date if not currently certified.

Knowledge, Ability and Skill:

Knowledge: Complete working knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance including, but not limited to, banking requirements, cash flow estimates, municipal bond markets, trust fund investment laws and general investment market knowledge, tax title and property foreclosure laws, municipal budgeting, and pension administration. Thorough knowledge of computer applications for accounting and financial management. Comprehensive knowledge of GAAP and the UMAS.

Ability: Ability to establish and maintain effective and harmonious working relationships with town officials and departments, members of the banking community, state agencies and the general public. Ability to negotiate effectively on behalf of the Town with outside vendors, attorneys or residents. Ability to communicate effectively in written and verbal form. Ability to establish and maintain complex financial record keeping systems, analyze and interpret financial data, and to present findings clearly, analyze problems, and formulate recommendations. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to prepare and administer budgets, to prepare financial reports, to Ability to operate standard office equipment.

Skill: Skill in computers and appropriate software applications including demonstrated proficiency in MS Word, PowerPoint and Excel. Strong conceptual, analytical, and writing skills. Aptitude for numbers and details. Excellent managerial, organizational and communication skills. Solid problem solving skills.

Physical 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 essential functions. Lifts/moves objects weighing up to 25 pounds, files, and types on a keyboard at a moderate speed. Operates automobile to perform in-town and out-of-town travel to transact town business; travel to night meetings are common place in order to confer with the Board of Selectmen and other town bodies. Regularly conveys information to the public.

(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.)