

**Town of Plainfield, Massachusetts  
Job Description**

<b>Position Title:</b>	Town Treasurer	<b>Grade Level:</b>	
<b>Department</b>	Treasurer	<b>Date:</b>	
<b>Reports to:</b>	Select Board	<b>FLSA Status</b>	

**Statement of Duties:** The Town Treasurer is responsible for the provision of technical and professional work associated with the collection, investment, custody, and disbursement of all Town funds including tax title properties as well as the structuring of short and long-term debt, and employee benefits in accordance with applicable local bylaws, Massachusetts General Laws and federal laws/regulations. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the administrative direction of the Select Board, and pursuant to Mass General Laws Chapter 41, Section 35, the employee carries out job duties in accordance with established laws, regulations and policies. The employee is responsible for establishing short and long-range objectives, own performance standards and assumes direct accountability for department results. Employee consults with the Town Administrator and/or the Select Board when clarification, interpretation, or exception to municipal policies may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and operating budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility:** The employee as a regular part of the job is required to supervise the Assistant Treasurer or any other employee or contractor assigned to Treasurer’s department.

**Confidentiality:** In accordance with the State Public Records Law, the employee has regular access at the departmental level to a wide variety of confidential information including official employee personnel files, as well as client (i.e. tax title property records) and department records.

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

**Judgment:** Work is performed in accordance with local, state, or federal legislation, or directives that pertain to a municipal Treasurer’s department. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area’s authority in interpreting the local, state and/or federal laws and regulations, determining how they should be applied, and in developing departmental standard operating procedures.

**Complexity:** Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating

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facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** The work environment involves everyday discomforts found in a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but working conditions are generally not unpleasant.

**Nature and Purpose of Public Contact:** Relationships are with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the department in matters of substance or considerable importance. The employee deals with the public and other individuals on behalf of a department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**Occupational Risk:** Duties of the job present little potential for personal injury. Risk exposure is similar to that found in a municipal office setting.

**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.*

Discharges the statutory duties of Town Treasurer for the Town of Plainfield with responsibility for the custody of all money belonging to the Town including the investment of funds (Town Trust, Stabilization and OPEB) in interest-bearing accounts, ensuring for safety, liquidity and yield.

Advises the Select Board, Finance Committee, Capital Planning Committee, Department Heads and other town Boards/Committees pertaining to Town-related financial matters.

Serves as the Custodian of Properties for the Town of Plainfield.

Plans, organizes, directs and participates in the application of tax title foreclosure procedures as established by State law and internal directives.

Develops and implements efficient cash management procedures including forecasting and maximizing cash flow, monitoring cash receipts and maintain internal cash control procedures.

Responds to citizen, property owners, members of the banking and real estate community regarding requests for information concerning payment schedules and other matters relating to the investment of Town funds.

Responsible for the preparation of the Town's employee payroll, administration of employee benefits (i.e. health and life insurance) and the issuance of related reports to employees and

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regulatory authorities.

Makes financial projections as to anticipated Town revenues and prepares related financial reports in coordination with Town departments.

Responsible for the preparation and administration of the department's annual operating budget including the Town's debt service.

Maintains accurate fiscal records and prepares financial reports in accordance with state and federal statutes and regulations, including reports for audit purposes.

Maintains a Treasurer's Cash Book containing a breakdown of all receipts, disbursements and balances; transfers funds, trust fund accounts and bank statements monthly. Reconciles all accounts with the Town Accountant on a monthly basis.

Responsible for the issuance of all Town borrowing of short and long-term funds and the preparation of related financial statements for the Town with the approval of the Selectmen. Issues temporary notes, compiles all information needed for bond statements in coordination with the Town Clerk and Bond Counsel, with Selectmen's approval. Pays all bond and note payments when due.

Supervises the preparation of a variety of financial reports associated with receiving, accounting for and disbursing the Town's payroll as required by state and federal law, including but not limited to income tax withholding, quarterly tax reports, and monthly cash balance reports and assures that all reports meet requirements. Issues employee W2's and other related tax forms.

Responsible for the processing of tax title accounts, receipt of payments, discharge of tax titles, records of tax title accounts, foreclosure accounts and the administration of foreclosure property sales in accordance with State Law and in conjunction with tax title counsel to collect delinquent taxes through the Land Court; responsible for the preparation and placement of related advertisements in local newspapers and the filing of required documents with the registry of Deeds.

Provides administrative support to the Town's auditors regarding the preparation and completion of the Town's annual audit.

Responsible for the preparation of reports for the State Department of Revenue (DOR) as well as the Annual Town Report.

Responsible for maintaining the Town's official employee personnel files.

Maintains custody of securities for trust funds, collects and invests income from investments in trust fund portfolios in accordance with State law.

Responsible for the preparation and submittal of all bills associated with the department including

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insurance (medical, dental, life), retirement system, schools, and debt service.

Contracts with actuary for OPEB valuation; manages the tailings process.

Required to attend training seminars or work shops to maintain knowledge of changes in local, state or federal laws and regulations pertaining to a municipal Treasurer Department.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's Degree or master craftsman level of trade knowledge in Business Administration, Public Administration or a related field; minimum of three to five (3-5) years of related work experience; 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.

**Special Requirements:** Certification or ability to obtain Certification as a Massachusetts Municipal Treasurer within three (3) years of appointment. Ability to be bonded.

**Knowledge, Abilities and Skill**

**Knowledge:** Thorough knowledge of local laws, Massachusetts General Laws and Federal laws regarding municipal finance and specific knowledge of legal controls, GAAP and UMAS; comprehensive knowledge of computer financial (including payroll) and office software applications (i.e. spreadsheet applications, word processing, and database management); knowledge of office procedures and equipment; knowledge of state and federal rules and laws pertaining to the investing and borrowing (short and long-term) of municipal funds and dealing with banking/investment firms. Working knowledge of the Internet and web site technology in support of department operations. Knowledge of basic municipal accounting principles and practices.

**Abilities:** Ability to establish and maintain effective working relationships with co-workers, town employees, members of Town Boards/Committees, local, state and federal authorities and disgruntled members of the public; ability to budget and forecast revenue; ability to be bonded as a municipal treasurer; ability to function independently, common sense and tact in dealing with complex sensitive situations such as tax title takings. Ability to prepare accurate financial reports and records and to manage multiple tasks in a detailed, accurate and timely manner.

**Skill:** Proficient personal computer hardware and software skills, mathematical skills, recordkeeping and clerical skills; proficient written and oral communication skills. Proficient skill in the management, investment, and borrowing of funds on a short and long-term basis.

**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.*

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**Physical Demands:** Little or no physical demands are required to perform the essential functions of the position. Must be able to lift, push or pull department office equipment.

**Motor Skills:** Position requires the application of basic motor skills for activities such as operating a personal computer and/or most other office equipment, keyboarding and/or word-processing, filing, moving objects and the sorting/filing of papers. The employee is required to sit, stand, stoop and reach with hands and arms to retrieve office materials and office equipment.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens, blueprints, 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.*