



PART TIME TREASURER- Job Description

OBJECTIVES

The Part Time Treasurer shall have such powers, duties and responsibilities and shall be subject to such restrictions and limitations as prescribed by the Connecticut General Statutes, as the same may be amended from time to time. The Treasurer works with the Director of Finance, and the Board of Selectmen.

ESSENTIAL FUNCTIONS

Plans, organizes, and performs the recording and accounting of all town money received. Receives money from all town departments and prepares bank deposits. The Treasurer is bonded.

Maintains recording of the town general fund income.

Signs Town and Board of Education approved manual checks in payroll and for accounts payable.

Coordinates with the Town and Board of Education in the receipt and disbursement of grants and educational funds.

Keeps a record of all town orders presented for payment. The record must show to whom the orders were given and the amounts, dates, and numbers.

Manages cash flow and invests town funds as appropriate. Confers with bank officials on investment matters.

When necessary, works closely with bond counsel in the preparation and issuance of bonds. Records and holds bonds for building and infrastructure projects.

Works with the Finance Director in revenue projections. Provides information to the Finance Director and the Board of Selectmen in the town budget making process.

Maintains membership in professional organizations and attends meetings and seminars to remain current in the field of municipal finance.

QUALIFICATIONS

Must be capable of exercising independent judgement and initiative in the planning, administration, and execution of the job. Must have the ability to make decisions and ensure they are followed up on.

Must be discrete as there is access to some confidential and sensitive information obtained during performance of regular position responsibilities.

Must be capable of handling figures and cash and have experience in dealing with large sums of money and budgets. Must have experience of financial control and budgeting. Financial qualifications or working towards financial qualifications are recommended.

Experience in Quick Books or equivalent, Excel, and Microsoft Office is required.

Approved by BOS, 7/27/21