

**JOB TITLE: Town of Dolores Treasurer**

**DEPARTMENT: Finance**

**FLSA Status: Exempt**

**REPORTS TO: Town Manager**

**APPOINTED BY: Dolores Board of Trustees**

**JOB SUMMARY:**

Oversees, leads, and manages the Town's finance and accounting department/responsibilities as well as duties associated with the functions of the "front office". As a member of the Town's management team, participates in the development of long-range plans, and oversees, manages, and performs duties associated with Town wide administration. Pay \$23 - \$30 depending on experience and education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town retains the right to modify or change the duties or essential functions of the job at any time.

- Directs, plans, manages and schedules finance and accounting responsibilities for the Town, including accounts payable and receivable, organization wide purchasing processes and procedures and utility billing.
  
- Serves as Chief Accounting Officer. Authorizes and prepares or delegates preparation of all accounting and financial reporting required by internal and external sources.
  
- As the Town's Budget Officer, coordinates the budget preparation process with all departments, monitors the annual budget. Participates in the development of annual budget and long-range business plans, presents plans and budgets for approval to the Town Manager, and manages revisions as required. Monitors operating expenses within approved budget guidelines and conducts analyses of actual costs/expenses relative to the budget.
  
- Invests Town funds in approved financial instruments, and manages its portfolio in accordance with Trustees approved guidelines.
  
- Manages cash investments, cash management processes and revenue tracking, including sales tax receipts, reporting, and audits.
  
- Oversees the Town's management and utilization of grant funding, reviews and monitors expenditures, conducts ongoing fund reconciliation, monitors requests for funds distribution, and maintains fund reporting. Manages grant submittals for re-imbusement.
  
- Implements and maintains electronic financial accounting and reporting systems. Researches and prepares monthly financial reports for presentation to the Town Manager and presents those reports to

Trustees and Management with the approval of the Town Manager. Provides Town Manager and Trustees with quarterly YTD vs Budget Expense Reports.

**OTHER DUTIES AND RESPONSIBILITIES:**

- May represent the Town in various capacities on panels, committees, task forces and other relevant forums as assigned by the Town Manager.
- Performs other duties and special projects as assigned by the Town Manager.

**REPORTING RELATIONSHIPS:**

This Position Reports to: Town Manager.

**EDUCATION, EXPERIENCE AND TRAINING:**

Minimum Education: Bachelors' degree in Accounting or Business Administration, with emphasis in accounting, finance and/or a directly related field or equivalent education and experience in the Finance and Accounting field. Master's degree preferred.

**Job Requirements:** Valid Colorado Driver License.

**Special Training or Experience:** Governmental Finance and Accounting.

**Work Experience in Positions Similar or Related to This Job:** Requires a minimum of two years of progressively responsible experience in municipal government finance and accounting or a directly related field.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive knowledge of the principles, practices and operating requirements of municipal Government or directly related field; accounting and financial management, including strong skills regarding regulatory compliance and reporting; and budgeting, finance, and project management.
- Comprehensive knowledge of municipal government accounting theory or directly related field, principles, practices, and internal control procedures and requirements.
- Ability to set priorities, plan and execute processes and procedures for results.
- Ability to effectively interact with the public and manage stressful situations; and the ability to deescalate anger when necessary.
- Solid knowledge of problem-solving approaches and techniques and the skills to apply and utilize various strategies.
- Ability to develop, prepare and present comprehensive reports.
- Knowledge of current technological capabilities and applications.

- Develop knowledge of Town of Dolores, Municipal Code and administrative policies and procedures.

Ability to establish and maintain effective working relationships with employees, supervisors, outside organizations and the public.

I have read and understand this job description.

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Signature

\_\_\_\_\_  
Date