

**JOB TITLE: Town Treasurer**

**DEPARTMENT: Finance**

**FLSA Status: Non-Exempt**

**REPORTS TO: Town Manager**

**APPOINTED BY: Town Manager**

**JOB SUMMARY:**

Oversees, leads, and manages the Town’s finance and accounting department/responsibilities. Serves as the head of finance and the fiduciary custodian of all the Town’s financial accounts and records. 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 Townwide administration. Secondly, performs duties associated with the functions of the “front office”.

**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 financial account reconciliation
- Serves as Chief Accounting Officer. Authorizes and prepares or delegates preparation of all accounting and financial reporting required by internal and external sources, including the annual budget and annual audit
- As the Town’s Budget Officer, coordinates the budget preparation process with all departments, monitors the annual budget, and meets state deadlines and requirements from the Department of Local Affairs (DOLA) Participates in the development of annual budget and long-range business plans, presents plans and budgets for approval to the Town Manager and the Town Board, 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.

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• 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.

• Implements and maintains electronic financial accounting and reporting system. The town uses Ampstun accounting software. 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 and Budget Expense Reports.

• Manage the employee credit card program; reconciles employee credit cards every month & implements internal controls for the credit card purchasing program; trains new card holders in Town Purchasing Policies

• Complete annual and bi-annual state required reporting requirements for DOLA, such as Conservation Trust Fund certification and expenditure reports, Highway User Tax Fund, and Civil Asset Forfeiture

#### **OTHER DUTIES AND RESPONSIBILITIES:**

• Performs other duties and special projects as assigned by the Town Manager (incorporates bullet deleted above, as you have not assigned me to complete any of those, but have assigned Clerks to housing taskforce, etc).

• If Assistant Clerk and Town Clerk are absent, receive and process payments for utility bills, dog licenses, business licenses, etc.

• Complete the annual payroll audit for CIRSA for Liability and Workman's Comp Insurance

• Submit Employee and Employer retirement contributions for the organization

• If Town Clerk is absent, conduct Human Resource functions such as hiring, insurance, and payroll;

#### **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

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Finance and Accounting field.

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

I have read and understand this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date