



Job Title: **Treasurer**

Department: **Administration**

Reports to: **Town Manager**

Supervises: **Financial Staff – See Detail Below**

Status: **Exempt**

Purpose

Performs and/or supervises all financial matters including the Comprehensive Annual financial Report (CAFR), the Audit, internal & external financial reporting, fund accounting, budget, treasury, revenue collection and auditing, licensing, payroll, purchasing, accounts payable, accounts receivable, sales/use tax, debt management, investing and cash management, grant financial administration, and utility accounting and billing. Serves as Information Systems Director and backup liaison to the Information Systems Consultant.

Duties

1. Directs the Town's finance department activities and staff, including revenue collections, accounts payable, accounts receivable, payroll, grant financial administration, sales/use tax compliance/auditing, purchasing, utility accounting and billing, licensing and other functions of the Town's financial operations.
2. Provides technical assistance and guidance regarding the Town's financial activities to the Town Manager, Town management staff, and elected/appointed officials as necessary.
3. Performs and/or supervises all Town financial accounting and reporting, including the Comprehensive Annual Financial Report (CAFR), the Annual Audit, internal financial reports for management, status reports for budget maintenance, and fund accounting.
4. Monitors approved budget for all funds/departments. Reviews and makes recommendations for supplemental appropriations/transfers as needed.
5. Monitors and assists in making recommendations for capital acquisitions and personnel actions to the Town Manager for consideration/approval. Supervises the conduction of the Town's annual salary survey and its implementation.
6. Supervises annual renewal of Town's benefit plans (i.e. medical, dental, vision, etc.).
7. Performs and coordinates special projects/presentations as directed by the Town Manager/Town Board/Other Boards and Commissions or in conjunction with other departments in the Town.
8. Prepares preliminary budget for all funds by researching, forecasting, compiling, and submitting reports to the Town Manager. Works with all Department Heads in the preparation of their budgets and incorporates their input into approved format for the Town Manager's review, approval, and submission to the Town Board.

Duties - Continued

9. Monitors/manages cash and investment assets to assure maximum efficiency/return.
10. Supervises/performs the accounting for fixed assets of the Town, and related depreciation, to include land, buildings, construction-in-progress, improvements, machinery and equipment, and infrastructure.
11. Assures compliance with debt service schedules/obligations and other debt financing arrangements. Coordinates all new debt issues or refunding issues for the Town Board's consideration.
12. Assures compliance with all Town revenue ordinances (i.e. sales, use, franchise taxes, etc.).
13. Develops required policies and procedures to ensure the Town's accounting and financial reporting follows established accounting standards, and assures proper internal controls are in place and functioning in an acceptable manner.
14. Coordinates and assists with the Town's annual independent audit and prepares and compiles the Town's annual Comprehensive Annual Financial Report.
15. Serves as System Administrator for financial, sales tax, and utility billing computer software systems. Develops internal controls and procedures for the use of such software. Manages the Town's information systems with the direction from the information systems consultant.

ADDITIONAL RESPONSIBILITIES

1. Attends Town Board and other meetings as required.
2. Community involvement relating to Town financial issues, programs, and projects.
3. Provides overall support regarding financial/budget issues to all areas of the organization.
4. Develops finance-related ordinances and resolutions as required.
5. Attends workshops, seminars, and schools as applicable.
6. Other related duties as assigned.

SUPERVISION EXERCISED

Supervises finance department staff including Administrative Clerk/Receptionist, Accounts Payable/Sales Tax Technician, Payroll/HR Technician, Utility Billing Technician, and part-time administrative assistant. May supervise other support staff, part-time or temporary employees or volunteers as assigned. Monitors the information systems consultant's contract services.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation, with a Bachelors Degree, from an accredited college or university with a degree in Business Administration or a closely related field; accounting emphasis required.
2. Five years experience in governmental accounting with at least one year as a Town Accountant in a similar-sized Town or as a Controller in a larger-sized Town.
3. Valid Colorado Drivers license.

Necessary Knowledge, Skills, and Abilities:

1. Extensive working knowledge of principles and techniques of governmental accounting standards and budgeting; federal, state and local laws and guidelines for fund administration.
2. Ability to communicate effectively, verbally and in writing, with Town staff, elected and appointed officials, and the general public.
3. Ability to establish effective working relationships.
4. Supervisory and management skills to oversee, lead, and direct the Finance Department.
5. Working knowledge of personal computers and financial accounting software; including knowledge of a Windows-based general ledger environment.
6. Skill in the operation of listed tools and equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, or walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally stoop or kneel. The employee must frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORK ENVIRONMENT

Work is performed mostly in an office setting. The noise level in the work environment is typical of the modern office, and is generally quiet to moderately noisy.