

Town of Provincetown
TREASURER
Grade 9

Definition:

In accordance with Massachusetts General Law Chapter 41, this position is responsible for the planning, directing, managing and overseeing of the Town's treasury and collection responsibilities, specifically to receive and invest all municipal funds; provide timely processing of all payrolls and associated federal and state reporting requirements; disburse all payables; reconcile bank accounts, funds, and receivables; manage tax delinquency and foreclosure proceedings; oversee seasonal parking permit and ticket administration; issue/manage all authorized debt; and other duties as required.

Supervision:

Received: Operates under the general direction of the Finance Director and in accordance with applicable Massachusetts General Laws, Town Charter/policies/bylaws, and relevant government regulations and standards.

Given: Supervises the staff of the offices of the Treasurer and the Collector.

Job Environment:

Performs highly responsible duties requiring independent judgment in planning, organizing, and directing Town revenue collection and treasury management.

Operates a computer, numerous ERP software programs, and standard office equipment.

Has regular contact with Town officials, other Town employees, and financial institutions.

Errors could result in significant monetary loss to the Town, delay, confusion, or loss of service, legal repercussions, and cause adverse public relations for the Town.

Essential functions:

- Oversees all aspects of cash management including collecting, posting, investing, and reconciling all cash receipts and issuing all disbursements to and from the Town.
- Invests Town funds with the objective of maximizing returns while eliminating risk.
- Reconciles all bank accounts, withholding/deduction funds, and receivables.
- Assures compliance with federal, state, and local laws and regulations.
- Works with the Town's financial advisor and bond counsel to issue new debt, makes all existing debt payments in a timely fashion, and monitors cash flow.
- Oversees the biweekly payroll process including federal/state reporting requirements.
- Manages all payroll withholding processing and reporting including state and federal tax payments, insurances, and deferred compensation plans.

- Pursues delinquent tax accounts and manages all tax title proceedings, works with taxpayers to establish payment plans, and directs tax title foreclosures.
- Serves as technical advisor to the Finance Director, Town Manager, and various boards and committees on all aspects of treasury management and collection.
- Prepares and administers the department budget and forecast.
- Manages the issuance of seasonal parking permits and the collection and processing of parking tickets.
- Works with various municipal taxpayers, employees, stakeholders, and vendors on a daily basis.
- Performs other duties as required and directed ranging in nature from routine to complex, requiring strict adherence to laws, regulations, and best practices.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree in finance, accounting, business administration, or a related field; three to five years of municipal/governmental accounting experience; or any equivalent combination of education and experience to successfully perform the required duties of the position.

Knowledge, Ability and Skill:

Thorough knowledge of the Massachusetts General Laws governing the Treasurer position is preferred. Working knowledge of computer applications for financial management is required.

Strong preference will be given to applicants experienced with MUNIS/Tyler Technologies software.

MCTA certification preferred or must obtain within the first three years of employment.

Ability to prepare timely and accurate financial reports and records. Ability to reconcile a large number of cash receipt and disbursement transactions on a monthly basis. Ability to communicate effectively both orally and in writing. Ability to use accounting and word processing software. Ability to communicate and maintain effective working relationships with Town officials and the general public.

Special requirement:

Ability to become bonded.

Physical requirements:

Minimal physical effort demanded in performing duties under typical office conditions. Position requires the ability to operate a keyboard and view computer screens for an extended period of time.