

DEPARTMENT: ADMINISTRATION

JOB TITLE: TREASURER

IMMEDIATE SUPERVISOR: TOWNSHIP MANAGER

PRIMARY FUNCTION:

Performs comprehensive, professional financial and administrative work in planning, organizing and directing related financial activities of the Municipality. Work is performed under the general supervision of the Township Manager. This is an at-will position.

This is sedentary work requiring exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, manual dexterity, including repetitious numeric keypad typing, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may be subject to adverse environmental conditions, to visit sites, operations or perform inventories and related tasks.

WORK PERFORMED

1. Serves as the Township Treasurer.
2. Planning, directing, and participating in the financial accounting system of the Municipality, including collections, payroll and financial record-keeping; processing accounts payable and purchasing function, preparation of financial reports and maintenance of financial records.
3. Maintains a modified accrual system of accounting showing assets, liabilities, resources and cost of operations to facilitate accurate current understanding of financial status and preparation of budgets, reports and tax
4. Assists in the preparation and monitors the annual municipal budget, submitting recommendations to the Township Manager.
5. Conducts all of the general accounting functions of the Municipality.
6. Handles all general accounting and financial reporting functions of the Township including budgets and budget controls, payroll, accounts payable, revenue distribution, accounts receivable, insurance policies, bank

reconciliations, accounting regulations, classification of financial transactions and availability of funds.

7. Assists Manager and other departments with the development and implementation of financial procedures.
8. Responsible for Advising municipal officials, with supporting documentation, on financial matters of the Municipality.
9. Establishes and maintains the financial and accounting systems for the Municipality.
10. Prepares financial statements and related reports, as necessary.
11. Works with the Planning Director on the tracking of escrow accounts of the Township to verify the accuracy of such accounts.
12. Responsible for accurate payment of the Municipality's purchasing activities.
13. Participates in the preparation, implementation and monitoring the operating and capital budgets.
14. Responsible for filing of various Township reports, including on-line state report filings such as liquid fuels, DCED reports and other state mandated reporting compliance.
15. Performs a variant of human resources functions related to employee benefits, including Health Insurance and Pension.
16. Supervises collection of all funds due the Township; coordinates with Tax Collector to ensure accuracy of funds
17. Maintains up-to-date, working knowledge of Generally Accepted Accounting Principles.
18. Attends appropriate seminars and learning opportunities to stay current on all GFOA mandates and other changes that will impact the Township
19. Interacts with Township officials and employees, actuaries, insurance consultants and outside auditors to provide financial assistance
20. Performs related tasks as required.

REQUIRED TRAINING, EXPERIENCE AND SKILLS

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or business administration and extensive experience in public finance administration, including some supervisory experience.

Bachelor's Degree in Finance, Accounting, Public or Business Administration or similar fields. Certified Public Accountant's license a plus.

Minimum 3 years of professional accounting experience involving fiscal and budgetary activities in a governmental, private or non-profit, or combination of education and experience

Considerable knowledge of public finance and fiscal planning, organization and functions of municipal government, payroll and accounts payable functions, budgetary and accounting and reporting

Any equivalent experience and training that provides the required knowledge, skills and abilities

Comprehensive knowledge of general laws and administrative policies governing municipal financial practice and procedures.

Comprehensive knowledge of the principles and practices of accounting and budgeting in government.

Thorough knowledge of Generally Accepted Accounting Principles.

Thorough knowledge of Government Accounting Standards Board Statements.

Thorough knowledge and understanding of Governmental Fund accounting

Knowledge of modern approved governmental fiscal and related

Knowledge of Microsoft Office software such as Word, Excel and Outlook for report writing, spreadsheet manipulation, database, and electronic communication

Thorough knowledge of the principles and practices of a municipal purchasing system.

Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, records and appropriate operating software.

Ability to prepare accurate, informative and timely financial reports.

Ability to establish and maintain effective working relationships with other employees, department heads and government officials and the public.

Ability to communicate technical ideas effectively, both orally and in writing.

Flexibility to handle multiple Township projects and assignments simultaneously.

ACKNOWLEDGEMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager_____Date_____

Incumbent_____Date_____