

Town of Acton Treasurer Job Opening

The Town of Acton is seeking qualified candidates for the position of Treasurer.

This is a 35-40 hr/week position. The Town Hall is open 25 hours a week and this person is expected to be in the office during open hours, as well as additional hours set by the Select Board. There will also be occasional meeting in which the Treasurer will attend, primarily during the Budget season.

Work is performed under the direction of the Select Board with independence of action in accordance with applicable laws and following accepted accounting practices.

Essential Duties and Responsibilities

- Reconciling daily deposits collected by the Town Clerk/Tax Collector, deposits to bank and check scanning via RDC software
- Bi-weekly (or as needed) Cash deposits to the bank and in house check scanning
- Reconciling with the School Transfers for bi-weekly warrants, creating bank transfers
- Online banking, cash management administrator: managing cash flow reconciling bank statements
- Collecting and processing revenue from Transfer Station and Fire-Rescue Services
- Entering Electronic Fund Deposits in General Journal (Mostly Rescue Services, State of Maine Revenue, Online Rapid Renewal)
- Preparing weekly payroll and accounts payable warrants, uploading ACH files for direct deposit, uploading check register for handwritten checks for Positive Pay @ bank, reconciling deductions
- Posting daily work and creating adjusting journal entries as needed.
- Filing Quarterly returns for Federal and State income tax withholding
- Filing Quarterly unemployment reports with MMA
- Creating W4 and 1099 for employees and vendors annually
- Schedule annual audit and scan and upload to the auditing firm all relevant information to complete the audit
- Reconcile Ambulance Billing Service Balances monthly
- Workers Comp Insurance Administrator
- Property/Casualty Insurance Administrator
- Unemployment Insurance Administrator
- Health Insurance Administrator
- Maine Public Employees Retirement System Administrator- monthly reporting to MEPERS
- Prepare annual budget to present to W&F Committee
- Create RFP's for banking, loan, and audit services
- Administer "new hire" information and communicate with Maine DOL for new hire notifications
- Assisting Selectmen with the annual Tax Commitment
- Monthly expense/revenue reports to department heads & BOS
- Complete US Census reports for government finance, salaries
- Continuing education on personnel practices, municipal finance, and other job related areas
- Tax Liens, discharge paid liens with the registry, send 45 day notices during the automatic foreclosure process
- Supporting the budget process
- Preparing operating projections
- Preparation of the general ledger to support the year end audit
- Other duties as assigned

Qualifications Desired

- Three years of experience including administrative responsibility in work involving the receipt, deposit, and disbursement of large amounts of money.
- A two or four-year degree in finance, business administration, or a related field. A combination of related experience and education could be considered.
- Previous experience working in finance. (Municipality experience a plus)
- Very Strong Excel and Word Skills
- Excellent organizational skills
- Strong verbal and visual financial reporting skills
- Exceptional ability to communicate complex financial information
- Valuable time management and prioritization skills
- Extensive knowledge of the practices and procedures of cash management, investment, budgeting, and municipal accounting Substantial value for ethics and trustworthy operation
- Ability to deal courteously with the public and to establish and maintain effective working relationships with other employees and the public.
- Execution of the tax lien process
- TRIO software

Process to Apply

- Submit a cover letter, complete resume, and 3 business references
- Note acknowledgement of the job requirements and why you believe you are a good fit for this role
- Specify which areas of job description you are not currently strong in

Mail To -

Town of Acton

Attn - Town Administrator
35 H Road
Acton, Maine 04001

Or Email - With PDF Attachments

jroux@actonmaine.org

Applications submitted by **May 20th, 2022** will be given priority, but applications will be accepted until the right candidate is found.