

Town of Acton Treasurer Job Opening

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

This is a salaried position of 26 hr a week, with an additional 10 hours available performing other miscellaneous office work as an Administrative Assistant. The Town of Acton Personnel are on a 4-day work schedule, set as T, W, and F from 8:00am - 5:00pm and Thursday from 10:00am - 7:00pm.

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

The ideal candidate will have strong math and computer skills as well as an accounting background. The Town of Acton offers competitive pay, benefits that include 85% paid health insurance, longevity, paid time off, retirement and more.

Essential Duties and Responsibilities

- Reconciling daily deposits, deposits to bank and check scanning via RDC software
- Creating bank transfers as needed
- Collecting and processing revenue from various departments
- 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.
- Create RFP's for banking, loan, and audit services
- Administer "new hire" information and communicate with Maine DOL for new hire notifications.
- Assisting Select Board with the annual Tax Commitment
- Tax Liens, discharge paid liens with the registry, send 45-day notices during the automatic foreclosure process
- Supporting the budget process
- Other duties as assigned.

Interested candidates should mail a complete resume to:

Town of Acton

Attn - Town Administrator

35 H Road

Acton, Maine 04001

Or Email - With PDF Attachments to jroux@actonmaine.org

Applications submitted by **May 1, 2024**, will be given priority, but applications will be accepted until the right candidate is found.