

## **TOWN OF PORT DEPOSIT**

**POSITION: Treasurer**

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**Exempt**

**Part Time - 24 hours per week**

**\$32.00/hour**

**Date: August 2023**

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**General Summary:** This is administrative and professional fiscal work preparing, managing and analyzing the Town's budget, managing the financial accounts and processes in the day-to-day operation of the Town, payroll, fiscal management of grants and contracts, and providing assistance with grant and contract development and other projects as needed. The position shall serve as the advisor on budgetary matters, and shall be responsible for the annual fiscal audit, accounting and fiscal grant records. The position shall work directly with the Mayor and Town Administrator on all financial matters and provide monthly and annual financial reports to the elected officials and Town Administrator.

### **Essential Functions:**

1. Establishes the operating budget format to include the Capital Improvement Program (CIP) budget and grant budgets;
2. Develops and prepares the annual operating and CIP budget with the Mayor, Town Administrator and other designees if required in conformity with government accounting procedures, and the Town Charter, policies, procedures and regulations;
3. Analyzes, manages and reports on the revenues and operating expense budgets;
4. Grant budget development, execution, and reporting in conformity with government accounting procedures, and the Town Charter, policies, procedures and regulations;
5. Establish table of accounts, assign entries to proper accounts; and ensure receivables and payables are executed in conformity with the budget and procedural policy and procedures;
6. Develop, implement, and make recommendations for revisions for financial record keeping and accounting/purchasing policy and procedures;
7. Reconciliation of bank accounts;
8. Compute and make a recommendation on property and utility tax rates, prepare revenue and expenditure projections, and prepare budget recommendations based on analysis of past budgets;
9. Provide oversight for internal controls and periodic internal audits of financial records;
10. Prepare financial records for annual audit in conformity with government accounting procedures, and the Town Charter, policies, procedures and regulations;
11. Compute, prepare and execute payroll functions to include payroll taxes, health benefits, and leave;
12. Assist Town Administrator with Request for Proposals, quotes, and contracts to ensure conformity with government accounting procedures, and the Town Charter, policies, procedures and regulations;
13. Assist Town Administrator with grant and project development to ensure conformity with

government accounting procedures, and the Town Charter, policies, procedures and regulations;

14. Other duties as assigned.

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**Required Knowledge, Skills, and Abilities:**

1. Thorough knowledge of the budgetary process, accounting in the public sector, accounting principles and methods of government and business administration and financial management;
  2. Working knowledge of information systems and financial computer applications related to various Town functions;
  3. Ability to set up payroll, accounts receivable and payable, financial statement analysis, multi-year projections of revenues and expenses for operating and CIP;
  4. Skill in preparing and communicating financial reports and analysis;
  5. Ability to prepare for financial audit;
  6. Ability to manage people, materials and resources in an efficient and effective fashion and coordinate functions between the various departments of Town Government;
  7. Ability to create and present clear and concise written and oral presentations;
  8. Control expenditures to maximize value for expenditures to make most advantageous investments within the structures of the budget and regulations;
  9. Must be able to think and work independently and make sound accounting decisions and recommendations.
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**Education and Experience:**

Bachelor's Degree in Accounting or Business Administration or related field. Knowledge of government accounting preferred. If the degree is in a related field, applicant must have a minimum of 15 semester hours of accounting and auditing procedures. Familiarity with SAGE integrated software and applications is preferred.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Equal Opportunity Employer; Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.