

DALLAS PLANTATION
Job Description

TITLE: Treasurer

DIVISION:

FLSA: _____ Exempt

X Non-Exempt

APPROVED DATE:

REVISED DATE:

APPROVED BY: Assessors

JOB OBJECTIVE: The Treasurer assists the Plantation in all matters pertaining to the accounting and reporting of Dallas Plantation government's finances including payroll, payables, general ledger, and cash flow; receipt of revenues, receivables, and banking. The Treasurer also works with the Assessors in preparing and overseeing borrowings, budgets, and contracts and assists and coordinates with Office Assistant and Assessors on all matters pertaining to the Plantation finances.

GENERAL EXPECTATIONS:

- be committed to the mission of the Plantation
- be punctual for scheduled work, attend work regularly, and use time appropriately
- perform duties in a conscientious, cooperative manner
- perform required amount of work in a timely fashion with a minimum of errors
- be neat and maintain a professional appearance
- understand and work within the Plantation's Policies and Procedures and ordinances
- work harmoniously and collaboratively as a member of a team with various groups of staff depending on the issue addressed
- accept shared responsibility with other team members to successfully accomplish goal of each team of which he or she is a member
- assure work performed in a manner to facilitate the delivery of quality services
- maintain confidence and protect the Plantation by adequately protecting confidential information
- provides excellent customer service to all patrons and customers
- take direction in a professional manner from the Assessors

KEY EXPECTED RESULTS AND ESSENTIAL FUNCTIONS:

1. Pays and accounts for all expenditures, general ledger entries, and revenues as required by statute and Plantation policy.
2. Collects tax and all other revenue.

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3. Prepares the payroll and verifies all recording and posting of benefits, taxes, and paid time off.
4. Pays bills.
5. Serves as a member of the budget committee.
6. Assists Assessors and Budget Committee with preparation and background of annual budget.
7. Produces reports as requested.
8. Oversees all grant funds for specific projects and departments as required by contracts and/or administrative procedures.
9. Prepares reports and information for state/federal entities.
10. Schedules Plantation audits and works with the auditor in completing annual audits.
11. Assists with the development of the Tax Anticipation Note.
12. Maintains revenue accounts and deposits funds.
13. Makes daily bank deposits.
14. Reconciles bank statements.
15. Assists with grant preparation as requested.
16. Receives and records funds paid to the Plantation.
17. Maintains vendor, banking and payroll files to ensure they are current and timely.
18. Attends Town meeting.
19. Attends budget preparation meetings.
20. Creates an environment of mutual respect between all staff and public by demonstrating fairness, consistency, and responding in a courteous manner.

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21. Maintains and develops professional and technical knowledge by attending educational workshops, establishing personal networks by participation in professional societies.
22. Keeps current with federal and state laws, and Plantation policies that impact finances and activities.
23. Contributes to the team effort by accomplishing related results as needed by having knowledge of and consistently applying facility rules and procedures, coordinating activities with co-workers, supports the authority of staff members and regularly and effectively communicates with supervisors, other administrators, and elected officials.
24. Attends work regularly.
25. Supports the Plantation's safety and health policies by attending required safety training programs, reporting all accidents and suspected safety hazard.
26. Participates as an active member in training, on task forces, and committees as requested by the Assessors.
27. Performs any and all other duties as assigned.

PHYSICAL STANDARDS:

The physical requirements described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to meet these physical standards.

While performing the duties of this job, the employee is regularly required to walk, talk, hear and sit for extended periods of time. The employee is frequently required to bend, lift, push, pull, and use hands to finger a standard computer keyboard, use a touch screen device, telephone, photocopier and other standard office equipment.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job are close vision, distance vision, depth perception, and the ability to adjust focus.

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WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Work is performed in close proximity with co-workers in an open office space design with frequent interruptions

REQUIREMENTS AND SKILLS NEEDED FOR THE POSITION:

- High school diploma or equivalent.
- Bachelor's degree in accounting, finance, or office management desirable.
- High degree of bookkeeping and accounting literacy
- Ability to use integrated financial accounting programs.
- Advanced knowledge of and ability to use Microsoft software, including spreadsheet preparation.
- Ability to work with supervisory and other staff in a collaborative and effective manner.
- Excellent interpersonal, communications, and customer service skills with colleagues, elected officials, supervisors, and the public.
- Ability and commitment to attend work on a regular basis.
- Ability to remain composed in meeting deadlines.
- Must be bondable.
- Available for occasional late afternoon and evening meetings.

EXPERIENCE:

- Three (3) years experience working an accounts receivable, payable, or bookkeeping position, preferably in the public or non-profit sector.
- Ability to use municipal software

REPORTS TO:

Assessors

SUPERVISES:

None