

Town of Scotland, CT  
**Treasurer**  
Job Description

Job Title: **Treasurer**

FLSA:  Exempt  Non-Exempt

Job Desc. Effective Date:

Job Desc. Last Review Date:

Job Desc. Approved By: **Scotland BOS** Date:

This position is:  **Elected**  **Appointed**  **Hired**

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## POSITION SUMMARY

The treasurer is a hired position that is responsible for the custody and oversight of the town's assets as dictated by the Statutes of the State of Connecticut General Statutes. CGS § 7-80, 7-81, 7-83, 7-84, 7-85, 7-400(1), 7-400(2), 7-400(3), 7-400(1)(B), 22-334, 22-347.

This includes the management and investment of funds.

## JOB DUTIES

1. Comply with all relevant Connecticut Statutes pertaining to the office of Treasurer.
2. Track revenues from the State of Connecticut, and all granting entities, and reconcile with budget.
3. Keep custody of town assets. Receive Town payments and funds; deposit and maintain them in a national bank or state bank and trust company located in the State of Connecticut. Post transactions in Town computer accounting system. Provide information to bookkeeper for funds deposited.
4. Create and maintain separate budgets and accounts for special projects, grants, Committees etc. that are not funded in the general government budget.
5. Review and sign checks prepared by the bookkeeper and authorized for payment by the First Selectman or Board of Selectmen. Process bank transfers of funds to cover town payments requested by the town bookkeeper.
6. Serves as custody portion of internal control.
7. Anticipate any revenue shortfalls or budget overages and work with the First Selectman to establish and enact a contingency plan.
8. Administer long and short term borrowing; ensure adequate cash flow; invest funds to maximize yields; transfer investments as needed.
9. Make or coordinate wire transfers as needed.

10. Prepare various governmental forms.
11. Verify deposited amounts of the Tax Collector/Town Clerk.
12. Sign checks, maintain cash balances, makes deposits, as prepared by the Board of Education Finance Department. Ensure that a majority of the selectmen sign any checks
13. Gather information and coordinate financial data for annual Town Audit; provide financial records for annual audit.
14. Maintain inventory of Town Fixed, Capital, and Town Assets.
15. Reconcile bank statements and Board of Education transactions to accounting records in a timely manner.
16. Ensure that the Town's financial records are always open to the inspection of any taxpayer in Town.
17. On a quarterly basis, review the accuracy of the coding of payables to the Chart of Accounts.
18. Work with the First Selectman to create a plan and work to implement it for any material deficiencies identified by the auditors.
19. Work with the First Selectman and Bookkeeper to prepare the annual budget.
20. Prepare reports for and make presentations to the Board of Selectmen, at Town Meeting, or other committees or commissions as requested.
21. Prepare quarterly or annual state reports.
22. Prepare reports for the Board of Selectmen and other departments as requested.
23. Prepare and file Secondary Market Disclosure Reports as required.
24. Review and sign general journal entries prepared by the Bookkeeper.
25. Maintain regular hours in the Town Hall when town hall is open, specific hours to be determined by the First Selectman.

In addition to the duties listed above, the Treasurer is obligated to meet any responsibilities mandated by Connecticut General Statutes, the Office of Policy Management or other applicable State or Federal Agency.

#### **SUPERVISION GIVEN**

None

#### **SUPERVISION RECEIVED**

1. Works in cooperation with the First Selectman and the Board of Selectmen to fulfill statutory requirements.
2. Is subject to yearly audit by the firm hired to audit the Town's books.

## QUALIFICATIONS

The Treasurer is appointed by the Town of Scotland Board of Selectmen.

The following skills and qualifications are *necessary* to perform the duties of the job:

1. Associate or Bachelor's Degree, experience in business, accounting, finance, or any equivalent combination of education and experience.
2. Ability to read and understand Connecticut State laws, regulations, and ordinances that apply to the financial management of the Town of Scotland.
3. Proficiency in Microsoft Word, Microsoft Excel, computerized accounting systems, and email systems.

## TOOLS AND EQUIPMENT USED

Telephone system, computer, accounting software.

## PHYSICAL DEMANDS

1. Hand-eye coordination is necessary to operate computers and read books and associated material.
2. While performing the duties of this job, the employee is frequently required to talk, hear, sit, and use hands.
3. The employee is occasionally required to stand, walk, or climb stairs. The employee must occasionally lift and/or move up to 30 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
5. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## WORK ENVIRONMENT

General office environment.

Interaction with town residents, town board and commission members, auditors, state officials, and officials of other towns.

## COMPENSATION

1. This is a salaried position; salary is determined by the BOS, and voted on as part of the town budget process.

2. Any travel required is compensated at the prevailing IRS rate.
3. Pay period is bi-weekly
4. There are no health or retirement benefits associated with this position.

The Town of Scotland is an equal opportunity employer.

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.