



The Treasurer is responsible for the custody, timely deposit, disbursement, investment, and reconciliation of town funds in compliance with statutory standards. The Treasurer submits books, vouchers, and statements to the Select Board and to the Town auditors whenever requested.

### **JOB SUMMARY:**

- Performs all functions required by New Hampshire Laws and as required by local law, policies and procedures.
- Oversees the investment of all funds; maintains constant vigilance of the Town's investments and cash position; evaluates various investment options; and consults with bankers regarding investment strategies.
- Receives deposits from all sources having to do with Town business; reconciles bank statements, makes deposits, and transfers funds.
- Monitors cash levels in the treasury and arranges temporary or long-term borrowing of funds as necessary for Town needs.
- Countersigns the issuance of municipal general obligation debt.

### **RECOMMENDED MINIMUM QUALIFICATIONS**

#### Education and Experience

This position requires a Bachelor's Degree in accounting, finance or another related field. A minimum of three (3) years of experience in a municipal or public sector accounting office or five (5) years of experience in an accounting office or a combination thereof is required. Experience with governmental accounting and knowledge of New Hampshire Laws is preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of financial legislation, regulations, and best practices
- Familiarity with investment vehicles, banking products, and operations
- Ability to prepare accurate financial reports and records
- Ability to communicate effectively in written and oral form; aptitude with numbers
- Good organizational skills; detail oriented, and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Thorough knowledge of computer applications for financial management; proficiency in word processing, spreadsheet, presentation and database software (such as MS Word and Excel).
- Ability to work as part of the Finance team
- Honesty, reliability, discretion, and good judgment essential