



TOWN TREASURER

The Treasurer is responsible for the custody, timely deposit, disbursement, investment and reconciliation of town funds in compliance with statutory standards (RSA 41:29).

Job Summary

- Serves as signatory on all bank accounts and maintains banking relationships.
- Signs off on payables manifest and approves other electronic disbursements on a weekly basis.
- Prepares bank deposit of department receipts remitted to the Finance Administrator on a weekly basis.
- Reconciles bank statements.
- Works independently but in collaboration with the Finance Administration office.
- Monitors cash flow and evaluates investment options.