

Assistant Treasurer

The Assistant Treasurer provides support to the Treasurer/Collector and acts as the primary payroll and benefit administrator.

Education and Experience:

Associates Degree in relevant field or a minimum of 3 years of payroll and bookkeeping experience. Basic bookkeeping and accounting skills. Knowledge of Microsoft Excel, Word & QuickBooks is required. Municipal experience preferred. Must be willing to attend annual training programs sponsored by the Massachusetts Collector & Treasurers Association.

Special Requirements:

Must be bondable for an amount established by the Treasurer/Collector and pass Cori check.

Judgement:

The Assistant Treasurer works independently. Duties require comprehensive knowledge of departmental activities.

Supervision:

The Assistant Treasurer works under the general supervision of the Treasurer/Collector and is an essential part of the Town Finance Department. Refers specific questions or problems to the Treasurer/Collector.

Accountability:

The Assistant Treasurer performs bi-weekly payroll duties and assists with the administration of benefits. Must have the ability to understand Massachusetts General Laws, regulations and polices associated with payroll and HR procedures. Accuracy is of the utmost importance. Errors could result in personal monetary loss, delay of service, legal repercussions or adverse public relations.

Relationships/Communications:

The Assistant Treasurer is a representative of the Treasurer/Collector's Office and Town's Finance Team. Duties require the ability to deal with the public on behalf of the department and to communicate semi-complex and detailed information. Courtesy and discretion is required. Has frequent contact with department heads, town employees and retirees and dental, health and life insurance providers as well as bankers. Position requires strong verbal skills, telephone and interpersonal skills as well as professionalism.

Confidential Data:

Must be able to maintain a high level of confidentiality.

Work Environment:

Work is performed in typical office conditions with constant interruptions. Workload is subject to fluctuations, due to fiscal cycles, scheduled events and deadlines. Light to moderate physical effort is required to perform duties under typical office conditions. The employee is frequently required to bend, stand, walk, sit, speak and hear, uses hands to operate office equipment and lift boxes and payroll records weighing up to twenty five pounds. Vision requirements include the ability to read and analyze documents and use a computer and calculator.

Manual Skills:

Duties involve mental concentration and attention to detail. Physical activities are required (typing, filing and lifting boxes)

These essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Responsibilities and Tasks:

- Processing of bi-weekly payroll using Harper's Payroll Forward System.
- Administers the collection and payment of employee related benefit withholding including, but not limited to employee contributions to the Town's health, dental, and life insurance programs.
- Responsible for all bi-weekly payroll reporting, agency checks, wage garnishments and annuities for payroll deductions.
- Prepares internal and external reports as required; balances and distributes W-2's annually.
- Responsible for maintaining and updating the active and retiree data in Harper's Payroll Forward on a daily and weekly basis entering any changes as they are received.
- Responsible for meeting with new hires and helping with their benefit paperwork, insuring that enrollment forms are faxed to the appropriate vendors and deductions are entered in Harper's in a timely manner.
- Responsible for meeting with retirees as they retire and as they or their spouses reach age 65 making sure they are enrolled in the correct health insurance plan.

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Also responsible for updating Mass Teacher's and Worcester County Retirement to insure that the correct insurance deductions are withheld from the monthly retirement checks.

- Reconciles, review and distributes, and in the absence of the Treasurer/Collector, will use signature stamp to endorse checks. and funds payroll and payables checks.
- Responsible for tracking of and sending out letters for FMLA leave. Also responsible for sending out COBRA letters to those who terminate insurance or dependents who reach age 26.
- Reconciliation of the health, dental and any other benefits as needed. Provides reconciliation to Finance Director.
- Responsible for ACA & GASB reporting, as well as all annual, quarterly and monthly payroll reporting as required by law.
- Performs a variety of clerical and administrative support functions including answering telephone, updating files, and typing correspondence and computer data entry.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.