



TOWN OF WALES MASSACHUSETTS

Job Title: Assistant Treasurer

Reports To: Treasurer

Location: Town Hall 3 Hollow Rd Wales, MA 01081

Hours Per Week: 12

Rate of pay: \$12.00

Summary: Assists in maintaining and directing the Town's cash and investments', issuance and funding of all payments, processing payroll performing the following duties.

Essential Duties and Responsibilities include the following: Responsible for payroll processing and maintenance of employee records.

Responsible for reconciling employee deductions against bills.

Reconciles all bank accounts, balance the Town's cash book.

Serves the general public by providing information, answering inquiries.

Supervises the preparation of financial reports required by government agencies including Federal and State withholding tax report, State wage reports, meal tax, W-2's, 1099 MISCs, 1099Rs, 1099s, 1095s and 1094s.

Coordinates the preparation of financial reports required by Town Departments including lien collection reports, investment and deposit vouchers and expense reports.

Maintains records of returned checks and notifies appropriate department.

Assists Town Departments with financial issues as needed: assists with the completion of internal audits and those completed by outside auditors.

Assists in the preparation of the town annual financial report.

Assists in developing departmental policies and procedures.

Performs the duties of the Treasurer in their absence.

Performs related duties as required.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have knowledge of Vadar accounting software, Harpers Payroll software; Order processing systems; Spreadsheet software and Word Processing software.

Other Skills and Abilities: Thorough knowledge of payroll processing and working knowledge of federal, state and municipal laws and procedures related to Treasurer. Must be able to communicate effectively with the public. Thorough knowledge of computer entry and report generating, and of office procedures, routines and equipment. Knowledge of department operations or ability to readily acquire such knowledge. Ability to understand and carry out complex oral and written directions. Ability to deal directly with department heads and other employees on a day-to-day basis. Clerical aptitude, mental alertness, good judgment, accuracy and integrity. Ability to exercise discretion in handling confidential matters. Ability to be bonded.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and color vision.

Work Environment: The work environment characteristics described here are representative of those an employee 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 moderate.