



TOWN OF NEDERLAND Town Treasurer Job Description

Department: Administration
Salary Range: \$55,000 – \$75,000 annually
FLSA: Salary, Exempt

Nature of Work

Performs a variety of duties with respect to purchasing, accounts receivable, accounts payable, account reconciliation, payroll, and budget oversight and preparation. Works closely with Town Administrator and Independent Auditor in preparation for the annual audit. Acts as contact with the public in response to inquiries regarding Town accounting issues. Prepares and provides monthly budget summaries for the Board of Trustee meeting packets.

Utilizes and adheres to the annual budget calendar, setting and organizing budget meetings and assisting the Town Administrator in preparation of the annual budget. Assesses and analyzes budget revenues and expenses; provides yearly documents related to the mill levy as required by statute.

Supervision Received/Exercised

Works under the general direction of the Town Administrator.
Supervises Finance Support Specialist and any finance volunteers.

Essential Duties

Incumbent responsible for day to day accounting and finance functions, including: account reconciliation, bank reconciliations, accounts payable, accounts receivable, purchasing, petty cash, revenue tracking, payroll reconciliation, budget assistance, year-end closing functions and audit assistance.

- A. Prepares and submits an annual budget to the Board of Trustees; submits such supplemental budget requests as may be necessary and ensures that the Board is fully apprised of budget spending levels and the general financial condition of the Town; reviews all prescribed purchases and expenditures for compliance with budgetary/policy goals.
- B. Attends Board meetings as required to report financial related matters.
- C. Prepares all required reports, forms, questionnaires and surveys as required by local, state and federal governments.
- D. Manages all financial needs for the Town, including A/P, A/R, bank reconciliations, interfund reconciliations, monthly financial reporting,

- grant tracking/monitoring, and similar duties as required.
- E. Serves as the official Town Treasurer for the municipality and all ancillary project requirements.
 - F. Implements and maintains investments for all municipal funds as defined in the Town's investment policy and under advisement of financial investment consultants and/or the Town Administrator.
 - G. Maintains and oversees all financial records for the Town.
 - H. Coordinates the annual audit of the Town's financial records with the independent auditor.
 - I. Completes and/or assists with annual renewal and audit for property/casualty and worker's compensation insurance.
 - J. Other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of governmental budgeting and accounting and the ability to apply the same to the creation and execution of annual budgets and financial reports
- Considerable knowledge of funding sources
- Skilled in setting and meeting deadlines; must be able to work with a high degree of independence
- Ability to read and interpret municipal code, as well as requirements of governmental accounting procedures
- Ability to use accounting software, spreadsheet, database and word processing
- Ability to establish and maintain effective working relationships and communicate effectively with citizens, elected officials and staff
- Experience in grant management a plus
- Knowledge of TABOR, Tax Incremental Funding taxation and Downtown Development Authorities helpful

Education:

- Required: Bachelor's Degree in Accounting, Finance, Economics or Public Administration
- Preferred: Graduate level degree

Experience:

Two years' experience in governmental fund accounting required; five years' experience or more preferred. Two years' supervisory experience necessary. Professional accounting experience may be acceptable in lieu of governmental accounting experience, at the Town's discretion.

Necessary Special Requirements:

- Must be skilled in 10-key calculator
- Familiarity with Fund Accounting software and advanced Excel skills

- Bondable up to \$10,000
- Knowledge of accounting principles and practices, including knowledge of controls
- Some overtime, including nights and weekends, required

Work Environment / Physical Activities

Generally limited to a standard office environment utilizing standard office equipment including, but not limited to, computers, printers, copiers, and recording equipment. Travel to town meetings as required. Frequent sitting. Standing and lifting occasionally, including exerting up to 10 pounds to lift, carry, push, pull or move objects. May require moderate lifting of 15-45 pounds under some circumstances. Other duties include filing, resulting in reaching, bending, and standing. Extensive typing and data entry requires use of fingers and wrists and sitting for long periods of time in close proximity to a computer screen. Job requires reading, writing, keyboarding, hearing, verbal communication, and visually observing situations. Environmental factors include working closely with others in a closed office setting, working with office machinery and exposure to noise. Exposure to a variety of weather conditions and temperatures, slippery/uneven surfaces. Job requires working alone and as a member of a team.

Benefits & Pay

- 1) This full-time, salary position is paid \$55,000 – \$75,000, depending on experience.
- 2) Employer-sponsored health, dental, and vision insurance
- 3) Employer-sponsored 457(b) retirement plan, up to 4% employer match
- 4) Generous vacation and PTO package, including 12 paid holidays
- 5) Pass to Nederland Community Center gym
- 6) Free EcoPass (bus pass)
- 7) Access to Employee Assistance Program (EAP)
- 8) Short-term and long-term disability insurance at no cost to employee
- 9) Life insurance policy (\$50,000)
- 10) Optional Health Savings Account program

All duties and descriptions listed in this job descriptions are intended only as illustrations 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. This position 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 organization and requirements of the position change.

The Town of Nederland does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, marital status, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.