



Town of Troy Treasurer Job Description

Nature of Work:

Responsible for the day to day handling and oversight of all monies collected by the Town of Troy, management of investments, and preparation and maintenance of financial records.

Work is performed under the direction of the Board of Selectmen.

Essential Duties and Responsibilities:

Communication:

Position requires extensive communication with taxpayers and citizens, the business community, financial institutions, municipal officials and other municipal employees. Applies significant communication versatility ranging from one to one collaboration to large group presentations skills. Chooses and designs processes for effective information flow and sharing. Communication includes considerable written documentation of records and documents. Examples of communication requirements include:

- Preparation of monthly and annual financial reports for municipal officials and taxpayers.
- Monitors town funds, communicating with financial institutions and municipal officials.
- Responds to taxpayer inquiries and requests for information regarding tax liens and foreclosures.

Knowledge Required:

- Position requires detailed, specialized and extensive knowledge of the practices and procedures of cash management, investment, budgeting and municipal accounting.
- Knowledge of tax process including tax lien requirements.
- Knowledge of municipal accounting and cash managements practices.
- Statutory requirements of the office.

Complexity/Planning:

- Employee is responsible for and participates in the full range of activities in the Treasurer's office. Work includes the technical areas of tax collection, cash management, computerized record-keeping and customer service. A significant amount of problem solving, interpretation and policy development is required. Must be aware and use judgment around legal and social issues.
- Shares in the development of departmental and organizational short and long range goals.
- Responsible for detailed record-keeping necessary for annual budgeting and administration.

Decision Making:

- Position requires the ability to develop strategic plans and policies affecting a department and organization as a whole, working within established statutory, regulatory, and policy guidelines. Decisions may be complex in nature and require cross-departmental or functional problem solving and analysis.
- Recommends investment options based on anticipated cash flow demands.
- Executes the tax lien process according to legal guidelines.

Relationships:

Position requires considerable contact with a wide range of individuals and with a wide range of individuals and groups, and is responsible for developing strategies for establishing and cultivating those relationships. Treasurer is responsible for assisting the Board of Selectmen in the identification and development of policies and procedures. Is visible and accessible for the general public, municipal employees and municipal officials so as to have effective interaction.

Training and Experience Required:

College degree in finance, business administration or a related field.

The Town of Troy considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.