



<b>Job Title</b>	<b>Town Treasurer/Bookkeeper</b>
<b>Department</b>	General Government
<b>Location/Type</b>	Office, Mon - Fri
<b>Supervisor</b>	Nicholas Nadeau, Town Administrator
<b>Pay Range</b>	\$28 +/- per hour, full-time with benefits

### **JOB SUMMARY**

The Town Treasurer is a full-time position with the Town of Blue Hill and is responsible for the administrative bookkeeping and fiscal handling of municipal funds. This position requires maintaining office hours and will maintain a positive working relationship with auditors, banks, town staff, and the general public. Work is performed under the supervision of the Town Administrator with considerable independence of action in accordance with applicable laws and accepted accounting practices. Work is reviewed through observation; verification; internal and external fiscal audits.

### **DUTIES AND RESPONSIBILITIES**

- Supervises and is responsible for disbursement of all monies, and for monitoring expenditures and revenues to include cash investment of funds.
- Prepares weekly and monthly financial reports for the Town Administrator, Select Board as well as for auditors as needed.
- Compiles all pertinent information, prepares, and submits all necessary monthly, quarterly, and annual reports for federal, state, bonding and other agencies, including w-3, 1099-s, etc.
- Monitors town funds, communicating with financial institutions and Town Administrator.
- Executes the tax lien process according to legal guidelines per MMA Chapter 2- Treasurer's Role Section 943.
- Responds to taxpayer inquiries and requests for information regarding real estate tax liens, wastewater tax liens and foreclosures.
- Oversees the maintenance of bank statements for the payroll and general funds.
- Posts payroll expenditures and payables; post monthly adjusting entries.
- Prints and distributes monthly revenue and expenditure reports to department heads.
- Reviews daily preparation of bank deposits and cash-ups.
- Performs related work as required.

### **QUALIFICATIONS**

- Considerable knowledge of accounting practices and budgeting experience.
- Bachelor's degree in a related field or comparable experience and knowledge.
- Knowledge of basic municipal structure and practices.
- Knowledge of advanced computer functions including bookkeeping software (Trio, QuickBooks, etc.) email, adobe, and Microsoft applications and OneDrive (cloud-based organization).
- The ability to interreact with the public in a friendly and helpful manor.
- The ability to analyze and interpret complex financial situations.
- The ability to maintain records and prepare reports as well as communicate effectively.

### **TO APPLY**

Please submit a cover letter and resume to [nnadeau@bluehillme.gov](mailto:nnadeau@bluehillme.gov) or mail to the Blue Hill Town Hall ATTN: Nicholas Nadeau, 18 Union St. Blue Hill, Maine 04614. Application reviews will start immediately.