

TOWN OF BLUE HILL

Town Treasurer

The Town of Blue Hill is seeking applications for its Treasurer role, with the opportunity to expand the role (at higher compensation), to include office supervision and management. Indicative pay range \$30-40/hr., flexible based on skills and experience, plus benefits package including health insurance.

Typical Treasurer duties:

- Is responsible for deposit of funds received and disbursement of funds.
- Enters transactions (incoming invoices, bill payments, outgoing bills, managing cash and other receipts) in the Town's accounting system.
- Prepares financial reports for Select Board and auditor as needed.
- Compiles all pertinent financial information and prepares and submits all necessary reports for federal, state, bonding and other agencies.
- Develops proposed annual Town budgets and capital improvement budgets in conjunction with the Select Board, and administers such budgets once adopted.
- Executes the tax lien process according to legal guidelines provided by the Maine Municipal Association.
- Responds to taxpayer inquiries and requests for information regarding real estate tax liens, wastewater tax liens and foreclosures.
- Collects property taxes, excise taxes, etc., at the counter.
- Oversees the maintenance of bank statements for the payroll and general funds.
- Posts payroll expenditures and payables; posts monthly adjusting entries.
- Reviews daily preparation of bank deposits and cash-ups.

Office Management duties:

- Serves as director of Human Resources, including hiring (with prior approval of the Select Board), evaluating and supervising town staff, as well as payroll and benefit management.

- Develops administrative procedures and ensuring adherence by all departments and all employees to all procedures enacted by the Select Board.
- Assists the joint Blue Hill/Surry Solid Waste Committee in the management of the jointly owned transfer station, including handling personnel and payroll issues.
- Identifies grant sources to help fund Town needs and develops grant applications that secure the necessary funding.
- Serves as the approval agent for Town purchases, as authorized by the Select Board.

Job requirements:

- Experience with QuickBooks and/or TRIO municipal accounting software.
- Knowledge of the principles and practices of accounting and cash management.
- Knowledge of the laws and regulations relating to municipal accounting, finance, and cash management.
- Ability to exercise judgment and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing financial management procedures.
- Excellent interpersonal, organizational, and communication skills.

Desirable Background or Experience:

- Prior municipal or organizational management experience
- Background in financial management, budget preparation, personnel management and administrative procedures
- A degree in Public Administration or a related field or any equivalent combination of experience and training

To apply, please email awoog@bluehillme.gov with a cover letter, resume, and list of references.

The Town of Blue Hill is an Equal Opportunity Employer.