

## **JOB DESCRIPTION**

### **TREASURER/BOOKKEEPER TAX COLLECTOR TOWN CLERK/REGISTRAR OF VOTERS**

#### **Nature of Work**

This is responsible administrative and accounting work involving the disbursement and receipting of Town funds and the keeping of accurate records. Registrations and licenses are issued on a daily basis. Work is performed with considerable independence. Employee must be able to perform complex and varied accounting and clerical assignments in accordance with applicable laws and generally accepted accounting principles.

#### **Requirements of Position**

- Thorough knowledge of general bookkeeping particularly as applied to governmental accounting
- Thorough knowledge and understanding of State statutes relating to the duties for the positions outlined above
- Thorough knowledge of applicable state statutes and IRS regulations relating to the duties outlined above
- Thorough knowledge of modern office procedures, practices and equipment. Proficient in the use of adding machine, photocopier and computer. Must have the ability and willingness to learn the use of new equipment and software, adapt to new techniques, and seek out ways to operate more efficiently
- Ability to establish and maintain cordial working relationships with Town officials, employees and the general public. Provide high quality and courteous service to the citizens of the Town
- Ability to maintain accurate records and prepare necessary reports
- Ability to understand and follow the laws and regulations governing the duties outlined above and stay aware of changing state laws and regulations
- Must be willing and able to obtain certifications of Municipal Clerk, Tax Collector and any other certificates as required by the State and/or Town
- Must be bondable

### **Examples of Work and Responsibilities** (illustrative only)

- Maintains accurate records of transactions on all town accounts
- Prepares monthly, quarterly, and annual financial reports for the Town Select Board
- Prepares the annual budget and presents to Select Board and Budget Committee
- Reconciles all accounts to the general ledger and balance sheets on a monthly basis
- Prepares reconciliations, worksheets, schedules, and other documentation for auditors
- Reviews vendor invoices to ensure accuracy
- Prepares semi-monthly accounts payable warrant
- Serves as contact person for vendor inquiries
- Prepares semi-monthly payroll and other special payrolls: responsible for correct deductions and withholdings and associated reporting, responsible for all Internal Revenue Service, Maine Revenue Services and Maine Municipal Association correspondence and filings
- Maintains payroll records, including vacation and sick leave records for employees, unemployment correspondence and filings, and annual 1099 and W-2 reporting and filing
- Assists the Assessors' Agent with inquiries of a financial nature
- Serves as the contact person for town computer and technological needs
- Serves as the contact person for insurance inquiries and correspondence – health, workers' compensation, unemployment, and property & casualty
- Performs light secretarial duties such as photocopying and filing
- Serves as Registrar of Voters who accepts voter registrations, certifies petitions, validates nomination papers, and maintains voter registration database
- Validates official documents, oversees posting of official notices, records papers with Federal and State agencies as required
- Collects excise, sales, real estate and personal property taxes
- Maintains records of births, deaths, marriages and burials and sends reports as required to the State Office of Vital Records. Issues certified copies of same and performs other duties as required such as paternal acknowledgments, adoptions and other related vital records. Assists the public in accessing records and researching genealogy
- Administers and supervises all elections
- Collects all monies and revenues for town and records payments
- Prepares daily audit of transactions
- Prepares and mails tax bills
- Prepares and records tax liens and performs all duties related as required by State law
- Acts as the Municipal Agent for Inland Fisheries and Wildlife and Department of Agriculture issuing various licenses such as hunting and fishing, and registrations for recreational vehicles. Maintains all related records and State reports as required
- Acts as Municipal agent for motor vehicle registrations and prepares reports as required