



TOWN OF TAPPAHANNOCK

Job Description

JOB TITLE: **ASSISTANT TREASURER**

GRADE:

FLSA: Exempt

DEPARTMENT: Administration

EFFECTIVE DATE: July 2022

MAJOR PURPOSE:

Under general supervision of the Town Treasurer, assists the Town Treasurer with the oversight of the Town's financial functions. Financial functions include budget process and financial management of capital projects. This position does not have a supervisory role.

ESSENTIAL JOB FUNCTIONS:

- Assists Town Treasurer in management of the general ledger for all Town financial accounts including entering budget information, journal entries, and maintenance of the financial system.
- Provides support on tasks related to tax administration for the Town, including obtaining tax records from the Commissioner of Revenue, preparing tax bills for printing, and processing supplements and abatements of tax bills.
- Assists the Town Manager in developing and maintaining the operating budget and accompanying transfers and amendments, including the Town's Water-Sewer Enterprise Fund.
- Handles utility billing accounts, opens new accounts and finalizes when accounts are closed.
- Ensures the bi-monthly utility billing is completed, including collecting the readings, creating and printing the bills, and getting them mailed in a timely manner.
- Manages financial and budgetary aspect for Towns capital improvement projects.
- Aids Treasurer and Town Manager in financial aspects of federal and state grant reporting.
- Assists in maintaining all records and files regarding employee benefits and payroll.
- Utilizes Excel spreadsheets to update monthly reports and produce various financial reports.
- Runs reports and reconciles daily receivables to the general ledger report.
- Addresses taxpayer and utility billing complaints and resolves problems.
- Keeps all office and work-related information and material confidential.
- Serves as Benefits Administrator for Anthem/TLC, completing the yearly renewal process, handling all enrollment changes of employees, completing the Affordable Care Act (ACA) Certification, and completing Form 720, the Federal Excise Tax return.
- Serves as contact for disability life insurance, processing Workers Comp claims, completing the yearly renewal process, and notifying insurance company when any changes are made.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Extensive knowledge of accounting principles and bookkeeping.
Knowledge of annual budget cycle and process.
Ability to develop and maintain the operating budget including the Water-Sewer Fund.
Ability to stay current with benefit changes or employee updates which impact the employee benefit records/files.
Ability to work effectively with a wide variety of people, providing friendly customer service.
Ability to work independently with accuracy and conformity to policies and procedures.
Ability to operate personal computer and applicable software packages, including significant knowledge of Microsoft Office Suite.
Ability to create and manage excel spreadsheets.
Ability to work independently with accuracy and conformity to policies and procedures.
Ability to prepare informative financial reports.
Ability to communicate complex ideas, both orally and in writing.
Ability to interpret federal, state, and local policies, procedures, laws, and regulations related to municipal finance.

MINIMUM QUALIFICATIONS:

Any combination of education, experience, and training equivalent to graduation from an accredited college with an associate degree to include coursework in public/business administration, finance, or related field, plus three years of progressively responsible experience in the financial services industry

PREFERRED QUALIFICATIONS:

Graduation from an accredited college or university, with a bachelor's degree in public/business administration, finance, or related field strongly desired.
Knowledge of local government is preferred.

REQUIRED LICENSES/CERTIFICATES:

None

WORKING CONDITIONS:

Work is performed in an office setting.
Work is generally sedentary, however does include some walking, bending, and carrying of item less than 15 lbs. in weight.
Use of telephone and computer required.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: _____ SIGNATURE OF TOWN MANAGER: _____