



City of Revere

JOB POSTING

Job Title: Assistant Treasurer

Department: Treasurer's Office

Hours: Monday - Thursday, 8:15am – 5:00pm, Friday, 8:15am – 12:15pm

Salary: Range \$63,425 – \$70,270. This is a full-time, union position.

DEFINITION:

Under the supervision of the City's Treasurer/Collector, the Assistant Treasurer shall assist the Treasurer/Collector in all his/her/their duties with a focus on managing the daily activities of the office and providing oversight and direction to Treasury Department staff. The incumbent will assist the Treasurer/Collector with all reporting as required by Massachusetts General Law and local ordinances.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Acts as the City Treasurer in his/her/their absence.
- Responsible for the day-to-day supervision and oversight of Treasury office staff including scheduling and assigning tasks.
- Manages the payment and obligations of all bills due on behalf of the City.
- Serves as the point of contact for internal and external auditors.
- Produces and submits all reporting requirements in accordance with all Federal and State General Laws and City Ordinances.
- Assists with maintaining custody of stabilization funds, pension reserve funds, trust funds, enterprise funds, investments and all other funds not specifically allocated to other agencies.
- Assists with preparing and managing the budget for the Treasury Department.
- Ensures that all staff adheres to applicable Massachusetts General Laws and City Ordinances.
- Performs other related duties as required.
- Responsible for administrative, supervisory, and financial work assisting the Treasurer/Collector in the maintenance of accounts and other financial records and all receivables due to the City, disbursing municipal funds and accounting for receipts and expenditures.
- Responsible for the daily operation of the office; overseeing all functions and providing guidance to the staff; daily proofs and reconciles staff work.
- Oversees the work of all clerical staff of the Treasurer's office.
- Responsible for all accounts receivable reconciliations. Prepares the monthly reconciliation of receivables to the general ledger and balances daily deposits with the Auditor's Office.

- Balances monthly bank statements. Follows up with City and School Departments regarding failure to report and record cash activities.
- Manages short-term cash in City's bank accounts and maintains ledger of account balances.
- Works with the Collector's office Reconciling all daily collections for real estate, personal property motor vehicle excise & 40u liens.
- Files all quarterly financial information to the IRS and DOR.
- Works with the delinquent taxpayers to resolve the more difficult and complex issues related to payments and penalties; answer inquiries from taxpayers; performs research, as required, to resolve problems; updates records, as needed.
- Communicates with various banks daily; verifies bank balances, transfers/wires for payment of bills or payroll, records stop payment on checks, inquires of interest rates, requests copies of deposits, following up on bad checks or other bank charges, adjustments and fees.
- Transfers monies between bank accounts to cover disbursements of warrants.
- Manages preparation and disbursement of City Vendor payments for purchases and services including bank funding, bank files transmittal and cash book updates based on multiple warrants issued by the Auditors office.
- Manages all payroll withholdings including state and federal taxes, health and life insurance and deferred compensation.
- Receives and Reconciles monies from all departments and enters to General Ledger, using MUNIS software.
- Knowledge of all Microsoft products, especially EXCEL.
- Knowledge of Quiken/Quickbooks
- Responds to requests for information from taxpayers, government officials, bank officers and others on an as-needed basis. Acts as informational contact person for questions regarding various departmental operations, policies, and programs.
- Assists in the managing in the Tax Title process and the collection of delinquent tax collections.,
- Knowledge of the internet and on-line payment systems.
- Completes a variety of reports for the Treasurer/Collector. Performs special projects as required by the Treasurer/Collector.
- Performs similar or related work as directed, required, or as situation dictates.

SUPERVISION RECEIVED:

Works under the general direction of the Treasurer/Collector, following department rules and regulations and policies, requiring the ability to plan and perform operations and independently complete assigned tasks according to prescribed time schedules. The incumbent works largely independently and receives general instruction and guidance from the Treasurer. This person should seek clarification for only the most complex or non-routine tasks.

QUALIFICATIONS:

- Reverse residency preferred.

- Minimum of three to five (3-5) years of experience with municipal finance preferably in a treasury department; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Minimum of one to three (1-3) years of supervisory experience required preferably within a municipal environment.
- One to three (1-3) years of customer service experience required.
- Bachelor's degree in business, accounting, or similar field preferred.
- Ability to speak other languages, preferred.
- Must be certified Assistant Treasurer within three (3) years from the hire date.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Candidate will be expected to learn standard operating procedures utilized by the treasury department.
- Knowledge of personnel and business management techniques; knowledge of accounting and record keeping techniques.
- Knowledge of MUNIS and Govern software strongly preferred.

Abilities:

- Ability to deal effectively, tactfully, firmly, and appropriately with coworkers and the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow and provide written and oral directions and instructions.
- Ability to process accurate data entry records.
- Ability to formulate excel spreadsheets to analyze data.
- Ability to work effectively in a fast-paced environment and meet deadlines.
- Ability to multitask in a fast-paced environment

Skills:

- Skilled in using automated systems and the Microsoft Office suite of products, especially Excel.
- Excellent mathematical and organizational skills.
- Creative thinking, listening and problem-solving skills.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. Daily interaction with the public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work frequently involves dealing with difficult people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Friday, September 23, 2022. The applications must be submitted via the City's [Online Application Portal](#). Please submit a resume and cover letter. If you have any questions, feel free to contact us at: jobs@revere.org

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