



TOWN OF ROCKLAND

Job Description

Position Title:	Assistant Treasurer	Grade Level:	5
Department	Treasurer	Date:	04/09/2021
Reports to:	Treasurer	FLSA Status:	Non-Exempt

Statement of Duties: Responsible for daily fiscal and clerical operations of the Town Treasurer's Office and performs duties of the Treasurer in the Treasurer's absence. The required duties or responsibilities below are representative of the knowledge, skills, and/or ability required including, but not limited to, payroll processing, reconciliation, public relations, computer knowledge, filing, answering phones, and correspondence with the public and municipal departments. Highly responsible technical and administrative support work for the Treasurer's Department.

Essential Functions:

The essential functions or duties listed below are intended only 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 a logical assignment to the position.

Processes and verifies the weekly department payrolls. Regularly inputs data and responsible for all current rate and deduction changes.

Prepares, validates, and distributes payroll checks to employees.

Maintains accurate and comprehensive payroll records, such as, earnings history and court ordered payroll deduction records for all employees.

Communicates procedures and guidelines for payroll submittal with department payroll personnel and responds to employee requests for information, such as payroll deductions, insurance options and rates. Calculates figures for weekly payroll deductions.

Responsible for the review of various benefit websites for updates to employee requests for changes such as, voluntary retirement accounts, benefits, and demographic updates.

Responsible for the reporting/uploading of weekly deductions for voluntary deductions to the appropriate websites.

Coordinates with Human Resources on handling enrollment, changes, and terminations for health, dental, life and other insurance policies offered by the Town of Rockland.

Works with Human Resources to track COBRA mailings, benefits, and payments. Processes and files life insurance claims for beneficiaries.

Prepares monthly retirement report for Plymouth County Retirement which includes the Town and School. Prepares and processes payroll generated reports for both Federal and State government as well as uploading monthly Retirement Deduction reports to the Plymouth County retirement website.

Updates Retirement website for changes to retiree benefits.

Discusses, notifies, and mails vouchers to retirees when benefit cost exceeds retiree's monthly pension.

Generates monthly reports and bill warrant from payroll deductions for Town and School. Responsible for retrieving from appropriate websites, health, dental, life, vision and prescription invoices for active Town and School employees as well as retirees. Audits said invoices to verify that funds are disbursed from the appropriate accounts and employee/employer payments are accurate.

Reconciles withholding accounts and completes annual Workers' Compensation Audits.

Assists the public on the telephone and in person, responding to requests for information or for explanations of policies and procedures.

Assists with a wide variety of administrative and clerical support functions for the department.

Serves as Treasurer in Treasurer's absence, with full responsibility for handling banking transactions and other duties. Should have general knowledge of entire department.

Supervision Required: Under the general supervision of the Town Treasurer, but most day-to-day work is performed independently.

Supervisory Responsibility: Work does not normally include any supervisory responsibility.

Confidentiality: The employee has regular access to confidential information such as department and client records in accordance with the State Public Records Law.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in missed deadlines, monetary loss; jeopardize programs, or legal repercussions to the Town.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice or procedure, regulation, or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines to render service, plan or coordinate work efforts, or resolve operating problems. Employees are expected to act with courtesy, tact, and diplomacy in working with others and resolving complaints.

Recommended Minimum Qualifications:

Education and Experience: High School education, Bachelor's degree and/or Business courses preferred. Proven work history in an office environment with three to five years of experience, preferably Municipal experience, which includes frequent public contact; familiarity with payroll and accounting systems; Proficiency with Microsoft Office Suite; or any equivalent combination of education and experience.

Special Requirements: Must be Bondable.

Knowledge, Abilities and Skill:

Knowledge: Proven experience with standard office technology, including computers, calculators, fax, and copy machines. A firm knowledge of MUNIS accounting and Harper's payroll software systems or other comparable software or an ability to learn software quickly. Proficiency with Microsoft Office Suite.

Abilities: Ability to work independently with frequent interruptions and provide excellent customer service to the public and other department personnel; ability to perform multiple tasks and maintain confidential information. Ability to manage multiple tasks in a detailed and organized manner.

Skills: Strong written, verbal, telephone, and inter-personal skills along with good typing skills (accuracy and speed). Self-starter who takes initiative to complete both routine and detailed tasks and has strong attention to detail.

Work Environment: Professional environment in an office that includes some walking, standing, and carrying office materials. Environment involves everyday risks which require normal safety precautions typical of offices.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

Visual Demands: The employee is required to constantly read documents, computer programs and reports for general understanding.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.