TOWN OF PALMER
JOB DESCRIPTION

TITLE: Interim Treasurer	**UNION:** N/A
DEPARTMENT: Finance	**STATUS:** Full Time
REPORTS TO: Town Manager	**GRADE: N/A**
EFFECTIVE DATE: 11/5/2025	**FLSA STATUS:** Exempt

Position Purpose

The Interim Treasurer performs administrative, supervisory and technical work related to the administration and operations of the office. The Interim Treasurer has custody of all municipal funds including collection, receipt, expenditure, borrowing, and investing in accordance with all applicable federal, state, and local rules and regulations.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types 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.

TREASURER

- Receive, take charge of, and account for all monies belonging to the municipality. Receive and identify monies due to the town and report to the accountant/auditor.
- Maintain a cash book; provide for adequate funds for current obligations (through short- or long-term debt issuance); and invest the municipality's funds.
- Pay out public money upon authorization by the accountant/auditor.
- Pay over and account for salaries and wages, including payroll deductions; maintain payroll and personnel records; when so appointed, administer unemployment compensation programs, assure compliance with labor, industry, retirement, and insurance laws; and monitor compliance with personnel bylaws, union contracts, and civil service regulations.
- Negotiate all borrowing, prepare necessary documents and note, and report the same to the Town Accountant.
- When budgets are submitted, report to the accountant/auditor on the amount of debt and interest due in the next fiscal year.
- Maintain custody of stabilization funds, pension reserve funds, trust funds, investments, and other funds not allocated to other agencies.
- Maintain custody of the municipality's financial documents, including insurance policies, fidelity bonds, deeds, etc.
- Maintain tax title accounts; conduct sales of land; and prepare documents to petition for foreclosure.
- Close and reconcile all books and accounts, including the cash book, warrants, bank accounts, insurance programs, retirement funds, debt records, and tax title accounts.
- Prepare reports, including reconciliation of treasurer's cash, weekly or monthly reports to the accountant/auditor of receipts, balances, and payroll deductions, an annual report, reports to the Town Accountant, including quarterly reports of treasurer cash reconciliations and an annual report of cash management achievements
- Performs similar or related work as required, or as the situation dictates

ASSISTANT COLLECTOR

- Receive and process payments for various taxes, including processing for daily batch payments and reversals.
- Answer taxpayer inquiries via phone, email or in person, respond to mortgage companies and customer complaints.
- Utilize permitting software for submitted approval applications
- Maintain and balance cash drawer.
- Complete and review monthly batch log
- Update department website of due dates and information.
- Assist Tax Collector with fiscal year end filing.

Supervision

Works under the general supervision of the Town Manager or designee.

Work Environment

Administrative work is performed under typical office conditions. Operates computer and general office equipment. Work requires frequent contact with Town Officials, Town departments, employees, and State/Federal agencies. Manages confidential information which requires application of appropriate judgment, discretion, and professional protocols.
Has daily contact with Town departments, boards and committees, and contractors. Occasionally required to work outside of normal business hours.

Recommended Minimum Qualifications

Bachelor's degree. Five years of municipal financial experience; or any equivalent combination of education, training and experience.

Additional Requirements

Ability to pass CORI check
Ability to be bonded.

Knowledge, Ability and Skill

KNOWLEDGE: Thorough knowledge of office procedures; computer programs, financial management and federal, state, local laws pertaining to municipal finance and taxation. Extensive knowledge of principles and practices of financial management, legal aspects of municipal treasury, and accounting principles in accordance with federal, state, and local regulations.
ABILITY: Ability to work independently, maintain detailed records and prioritize tasks to meet deadlines; Ability to develop effective working relationships with municipal officials, taxpayers, consultants, and employees. Ability to respond to various requests for information or in response to a wide range of issues; provide a high level of customer service and maintain attention to detail. Ability to operate standard office equipment. Ability to communicate in-person, via phone, email, and writing.
SKILL: Skill in the use of financial-related software. Superior administrative, interpersonal, financial, and technology skills.

Physical Requirements

Minimal physical effort is required to perform functions under typical office conditions. Position requires the ability to operate a computer and standard office equipment at an efficient speed. The employee must use hands to handle or feel objects, tools, or controls and reach with hands and arms. Employees may be required to stoop, bend and lift or move objects weighing up to 30 pounds. The employee is frequently required to sit for extended periods of time, and to talk and hear. Vision and hearing correctable to normal ranges; requires the ability to read documents and use a computer.

NOTE: The essential functions or duties listed herein are illustrations of the type of work that is 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. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions. 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

ACKNOWLEDGEMENT - PLEASE RETURN TO HUMAN RESOURCES

I acknowledge receipt and understand this job description.

NAME (Please Print)	
SIGNATURE	
DATE	

CC: PERSONNEL FILE