



CITY OF EASTHAMPTON

Personnel Department

Easthampton Municipal Building

50 Payson Avenue

Easthampton, MA 01027-2266

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Jane F. Sakiewicz, PHR, IPMA-CP
Personnel Director

NOTICE OF POSITION VACANCY

TREASURER **FULL TIME POSITION**

Issued: 7/11/2019

Closing Date: July 18, 2019

Administrative, supervisory and technical work related to the receipt, recording, expenditure and custody of municipal funds; all other related work as required.

Essential Functions:

Responsible for the administration of a sound cash management program by receiving, verifying, depositing and recording all monies received on a daily, or timely basis. manages daily cash flow to ensure availability to funds. Maintains cash balance of all bank accounts to enable negotiation of rates in the best interest of the city; maintains records of indebtedness to ensure timely payment of interest due; makes appropriate reports to the Department of Revenue; provides information relative to the status of municipal funds and indebtedness. Coordinates preparation and issuance of municipal bonds. Reports receipts of city and school departments to the City Auditor. Records and deposits retirement deductions; maintains cash book; submits reports to the retirement board. Serves as custodian of financial documents for the city, including performance bonds, surety deposits and letters of credit.

Recommended Minimum Qualifications:

Bachelor's Degree in business administration, finance, accounting or related field and five years of responsible experience in business or financial management; experience in municipal cash management desirable; or any equivalent combination of education and experience. Thorough knowledge of the principles and practices of municipal financial management and record keeping, revenue collection and processing, and reporting methods and techniques. Knowledge of pertinent federal, state and local laws, codes and regulations.

To Apply:

Applicants who wish to be considered for this position may do so by submitting an application to the Personnel Director, 50 Payson Avenue, Easthampton, MA 01027 on or before the above closing date.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER