



## TOWN OF SAVOY

720 MAIN ROAD, SAVOY, MA 01256

Ph: 413-743-4290 Fx: 413-743-4292

### **The Town of Savoy seeks a highly motivated individual to join our growing team as Town Treasurer**

**Position:** Town Treasurer

The treasurer is responsible for the turnover, investment, and disbursement of municipal funds. This position works with the Finance Committee and Selectboard and manages banking services and the issuance of debt. Preparation of financial reports and compliance with state reporting requirements are additional important responsibilities.

#### **Duties and Responsibilities:**

- Receive, take charge of and account for all monies belonging to the Town of Savoy
- Receive and identify monies due to the town and report the same to the accountant.
- Responsibility for the custody of all money belonging to the Town.
- Maintain a Treasurer's Cash Book containing a breakdown of all receipts, disbursements and balances, transfers funds, trust fund accounts and bank statements monthly.
- Reconcile all accounts with the Town Accountant monthly.
- Makes financial projections as to anticipate Town revenues and prepares related financial reports in coordination with Town Departments; provide for adequate funds for current obligations (through short or long-term debt issuance); and invest the town's funds ensuring safety, liquidity, and yield.
- Pay out public money upon authorization by the accountant.
- Pay out 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, monitor compliance with personnel bylaws, union contracts and civil service regulations.
- Negotiate all borrowing, prepare necessary documents and notes, and report the same to the Selectboard upon issuance or maturity.
- Provide information requested by the Finance Committee in preparation of the annual budget including but not limited to the amount of debt and interest due in the next fiscal year, projections of various line-item expenditures, actual to budget reports.
- Maintain custody of the municipality's financial documents, including insurance policies, fidelity bonds, deeds, etc.
- Maintain tax title accounts; conduct sales of land; 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.
- Maintains accurate fiscal records and prepares timely financial reports in accordance with state and federal statutes and regulations, including reports for audit purposes.

**Reports include but are not limited to:**

- Reconciliation of treasurer's cash,
- Monthly reports to the accountant of receipts, balances, and payroll deductions
- Selectboard reports to include quarterly reports of treasurer cash reconciliations, budget to actual and others as requested by the Finance Committee:  
Comprehensive financial package containing Balance Sheet, Statement of Revenues and Expenditures, changes in fund balances and cash flows. Minimum quarterly, preferred monthly.

**Qualifications:**

- Education: Bachelor's degree preferred; 7-10 years progressive responsible finance experience in government accounting, budgeting or finance; municipal experience preferred.
- Ability to establish and maintain effective working relationships with town officials, employees, members of the banking community, government representatives and general public.
- Ability to prepare accurate and timely financial reports and records
- Ability to work independently, to maintain confidentiality, interpret and apply federal, state and local policies, procedures, laws and regulations
- The Town Treasurer is required to attend training seminars or workshops to maintain knowledge of changes in state or federal laws and regulations pertaining to a municipal Treasurer role.
- Certification or ability to obtain Certification as a Massachusetts Municipal Treasurer within Eighteen (18) months of appointment.
- Ability to be Bonded.
- Knowledge of VADAR platform; Microsoft computer programs.

Interested applicants should send a resume and cover letter to: [sbadmin@townofsavoy.com](mailto:sbadmin@townofsavoy.com)  
Applications will be accepted through 02/07/2025 .  
Interviews will begin immediately.