

TOWN OF ROCKLAND

Job Description

Position Title:	Assistant Treasurer	Grade Level:	5
Department	Treasurer	Date:	06/30/22
Reports to:	Treasurer	FLSA Status:	Non-exempt

Statement of Duties:

Routine to semi-complex clerical and administrative support work for Treasurer's office, with principal responsibility for processing payroll for Town and School employees. Covers for the Treasurer in their absence. Related work as required.

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 weekly department payrolls. Inputs data and is responsible for all current rate and deduction changes.
- Prepares, validates, and distributes payroll checks to employees.
- Maintains accurate and comprehensive payroll and earning history records for all employees.
- Instructs department payroll personnel about proper submittal of payroll input sheets. Responds to employee request for information about payroll deductions and insurance options and rates. Calculates figures for weekly payroll deductions. Maintains records for court ordered payroll deductions and payments.
- Coordinates with Human Resources on handling enrollment, changes, and terminations for health, dental, life and other insurance policies offered by the Town of Rockland.
- Coordinates with Human Resources, on sending COBRA letters explaining the process to continue coverage to employees and dependents whose coverage has been cancelled. Sends Medicare B information to employees age 65, explaining the process if still working or retired. Files death claims for deceased employees.
- Reconciles withholding accounts.
- Prepares monthly retirement report for Plymouth County Retirement for the Town and School. Prepares and processes a number of other payroll generated reports for both Federal and State government.
- Generates monthly reports and bill warrant from payroll deductions for Town and School.
- Assists the general public on the telephone, via email 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 the latter's absence, with full responsibility for handling banking transactions and other duties. Assist with the responsibilities of the Administrative Assistant when the Administrative Assistant is unavailable. Should have general knowledge of entire department.

Supervision Required: Works under the general supervision of the Treasurer. Employee expected to plan and carry out routine and moderately complex tasks with few instructions. Work involves related steps, processes, and methods. Employee must recognize differences among situations and make decisions based on various choices.

Supervisory Responsibility: Work does not normally include any supervisory responsibility. In the absence of the Treasurer, individual is responsible for providing direction and supervision to other department employees.

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

Accountability: Attention to detail is of extreme importance due to the nature of the work required. Consequences of errors missed deadlines or poor judgment may include adverse customer relations, legal repercussions, labor material costs, and missed deadlines.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed. The employee is expected to interpret rules, regulations, policies and procedures and adapt them to the situation at hand.

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: Frequent contact with other employees within the department and in other town departments to exchange or provide information or assistance concerning the payroll. Regular contact with the general public to provide or obtain information or assistance. Employees are expected to act with courtesy, tact, and diplomacy in working with others and resolving issues.

Recommended Minimum Qualifications:

Education and Experience: High School education required (college degree preferred) and a minimum of four (4) years of experience in an office environment (municipal experience preferred), or any equivalent combination of education and experience.

Special Requirements: Individual must be bondable.

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Knowledge, Abilities and Skill

Knowledge: Proven experience with standard office technology, including computers, calculators, and copy machines. Familiarity with accounting systems. software or an ability to learn new software quickly. Proficiency with Microsoft Office Suite required. Familiarity with IRS regulations. Experience with MUNIS and Harper's payroll systems.

Abilities: Aptitude for working with numbers. Ability to work independently 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. Ability to work with frequent interruptions.

Skills: Must have good typing skills with extreme accuracy and moderate speed. Excellent verbal, written, telephone and interpersonal skills.

Work Environment: Work environment is typical of a professional office, involving moderate noise levels and frequent interruptions by customers and phone calls. 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: 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 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.