



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Town of Middleton – Deputy Treasurer

Job Description

Job Summary:

The Deputy Treasurer is responsible for the same duties as the Treasurer; this includes being responsible for the Town's cash management program, for gathering information necessary to determine cash needs, borrowing, depositing, disbursement, including payroll, receipt, investing, and accountability of municipal funds (cash flow). They are also responsible for the maintenance of related records and reports. This job description is meant to be illustrative and is in no way all-inclusive. It should be used as a tool to guide this appointed position.

Supervision Received:

The Deputy Treasurer will take direction from the Treasurer otherwise from the Board of Selectmen or their appointee. Duties are also performed in accordance with federal, state, and Town laws, codes, ordinances, and regulations. Refer to RSA 41:29 of the New Hampshire State codes for details.

Duties:

Each week, the Treasurer/Deputy Treasurer will receive monies to be deposited into various accounts held at Profile Savings Bank. These monies need to be deposited in a timely manner and not allowed to remain on site.

The Admin Assistant/Bookkeeper will process vendor manifests weekly and payroll bi-weekly. The Deputy Treasurer must sign the checks once approved by the Board of Selectmen. The approval is normally done on Mondays prior to the Board of Selectmen meeting. The Deputy Treasurer is expected to sign the checks the day following the approval, so the Admin Assistant/Bookkeeper can mail them to avoid late fees.

The Tax Collector and Town Clerk provide the Treasurer/Deputy Treasurer with a daily report of deposits and credit card transactions. The Treasurer records these activities utilizing a spreadsheet for the specific accounts.

At the end of each month, the Treasurer will reconcile the bank statements against spreadsheets for all accounts held.

The Treasurer/Deputy Treasurer will provide a written year-end report to be included in the Town report. This report will include balances for all accounts held, all letters of credit, a list of road bonds, and any other accounts.

Requirements:

1. Have a background in accounting practices and reporting
2. Have a background in bookkeeping
3. Working knowledge of banking procedures
4. Working knowledge of office software applications
5. Able to work with other departments in a timely manner
6. Computer skills are a must

This is a stipend position.

Mileage reimbursement

Flexible hours