



Town of Middleton

182 Kings Highway Middleton, New Hampshire 03887

Treasurer / Police Administrative Assistant

Position summary

This full-time position combines two roles: Town Treasurer, an appointed officer under RSA 41:29, and Administrative Assistant to the Chief of Police.

- **Treasurer:** Manages the Town's cash, including receipts, deposits, disbursements (including payroll), investments, and borrowing, along with the related records and reports.
- **Police Administrative Assistant:** Provides administrative, records, billing, and reporting support to the Chief of Police and the department.

Schedule and time allocation

The position is 40 hours per week, Monday through Thursday. Some flexibility is available, but recurring deadlines take priority over routine work.

Fixed deadlines

Frequency	Task	Function
Daily/weekly	Record Tax Collector and Town Clerk deposits and take them to the bank	Treasurer
Weekly	Deposit all monies received; no funds are held on site	Treasurer
Weekly (Tuesday)	Sign vendor and payroll checks the day after Select Board approval	Treasurer
Monthly	Reconcile all bank statements to the Treasurer's records	Treasurer
Monthly	Submit the Uniform Crime Report to the State and the statistical report to the Select Board	Police
Monthly/quarterly	Complete grant billing and statistics	Police
Annually	Prepare the Treasurer's report for the Town Report	Treasurer

The employee keeps a simple time record of hours worked in each role. This allows costs to be charged to the correct budget lines and the split to be reviewed each year.



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Supervision

- **Police duties:** Performed under the direct supervision of the Chief of Police.
- **Treasurer duties:** Performed under the direction of the Select Board or its designee, in accordance with RSA 41:29 and other applicable law. The Chief of Police does not direct or review Treasurer functions.
- **Scheduling conflicts:** When duties compete for time, statutory and financial deadlines come first. The Chief and the Board's designee resolve ongoing conflicts together; if they cannot agree, the Select Board decides.
- **Evaluations:** The Chief of Police and the Select Board conduct a joint performance evaluation at least once a year.
- **Discipline:** Each supervisor may address performance within their own area. Any discipline affecting employment status is decided by the Select Board under the Personnel Policy.

Essential duties

The duties below are examples of the work and are not all-inclusive. Similar, related, or logically assigned work is part of the position.

Treasurer

- Receives Town monies each week and promptly deposits them into the Town's designated depository accounts. No funds are kept on site.
- Records the daily deposit and credit card reports from the Tax Collector and Town Clerk in the Treasurer's account records.
- Signs vendor and payroll checks prepared by the Administrative Assistant/Bookkeeper after Select Board approval, normally the day after approval, so payments go out without late fees.
- Reconciles all bank statements to the Treasurer's records at month-end and gives the signed reconciliations to the Select Board.
- Monitors cash flow and advises the Select Board on cash needs, borrowing (such as tax anticipation notes), and investment of idle funds under the Town's investment policy.
- Keeps records of letters of credit, road bonds, and trust and other accounts.
- Prepares the written year-end Treasurer's report for the Town Report, including balances for all accounts, letters of credit, and road bonds.
- Works with the auditors and provides the records they request.



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Police administration

Records and reporting

- Maintains department, statistical, accident, and arrest reports and arrest dispositions; performs data entry and reporting in the IMC records system.
- Handles requests for accident, criminal, and other reports, including requests from insurance companies, in accordance with public records and confidentiality laws.
- Completes the monthly Uniform Crime Report for the State.
- Prepares monthly statistical reports for the Select Board and annual reports for the department and the State.
- Processes pistol license applications and record checks.

Prosecution and legal paperwork

- Works with the Chief on prosecutions; organizes and maintains arrest and prosecution files.
- Logs and tracks the service of warrants, subpoenas, and paperwork from other agencies.
- Prepares and submits motions to destroy evidence and coordinates with the evidence officer.

Billing, grants, and payroll support

- Schedules outside details with Middleton officers and other departments, and prepares detail billing.
- Processes applications, statistics, and monthly or quarterly billing for Federal, Highway Safety, and OHRV grants.
- Assists with department payroll records and verifies vacation, sick, and holiday time.

Office and administration

- Answers phones, responds to inquiries, prepares correspondence, handles mail, and schedules appointments.
- Prepares and distributes procedure bulletins and general orders, and maintains the master book.
- Maintains the commercial and residential alarm list and coordinates it with Strafford County Dispatch.
- Maintains police personnel files under the Chief's direction.
- Orders office supplies and maintains Town Hall security system records.
- Performs similar or related work as required.



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Internal controls

In this role, one person handles police revenue and payroll records and also deposits, disburses, and reconciles Town funds. To protect both the Town and the employee, the Town uses the following controls:

- Police detail and grant billing is reconciled to receipts each month by the Chief / the BOS Secretary, not by the person who deposits the funds.
- All payroll, including police payroll, is approved by the Select Board before the Treasurer signs checks.
- Monthly bank reconciliations are reviewed and initialed by a designated Select Board member.
- The Treasurer does not prepare vendor manifests or payroll registers; these are prepared by the Administrative Assistant/Bookkeeper.
- A Deputy Treasurer will be appointed to provide backup and to handle any transaction involving the employee's own pay.
- The Treasurer is bonded as required by law, with the bond paid by the Town.

Confidentiality

This position has regular access to confidential information, including:

- Criminal and investigative records
- Juvenile records
- Police personnel files, including medical and psychological records kept at the Police Department
- Town and employee financial and banking information

The employee must:

- Use and disclose confidential information only as the job requires and as the law allows, including RSA 91-A, RSA 275:56, and criminal justice information rules.
- Release police reports and records only through the department's approved process, with the Chief's approval where required.
- Keep police personnel files separate, with confidential medical and psychological records held only at the Police Department.
- Not discuss police cases or Town financial matters outside of work, including on social media.
- Continue to honor these obligations after leaving employment.



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The employee signs a confidentiality acknowledgment at hire and may be required to pass a criminal background check. Unauthorized disclosure may result in discipline, up to and including termination and removal as Treasurer.

Qualifications

Education and experience

- High school diploma required; associate degree preferred.
- Three to five years of administrative, bookkeeping, or related experience preferred, or an equivalent combination of education and experience.
- Background in accounting practices, bookkeeping, and banking procedures.
- Experience with the IMC police records system preferred.
- Notary Public commission desirable.

Knowledge

- Municipal government and administration, and how local, state, and federal government interact.
- General office procedures.
- Laws that apply to the job, including RSA 41:29, public records law, and records confidentiality.

Abilities

- Plan, organize, and prioritize work for two supervisors under deadline pressure and frequent interruptions.
- Keep accurate financial and police records and exercise sound judgment with confidential information.
- Communicate effectively and build working relationships with employees, boards, officials, other agencies, and the public.

Skills

- Strong organizational and customer service skills.
- Clear written and verbal communication.
- Proficiency with Microsoft Office (especially Excel), database applications, and IMC.



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Physical requirements and work environment

Physical requirements

The employee frequently sits, communicates, and listens; occasionally walks; handles objects and office equipment; and occasionally lifts up to 10 pounds. Vision and hearing must be normal or correctable to normal ranges. The job requires efficient use of a keyboard and calculator, and Treasurer duties include local travel to the bank. Reasonable accommodations may be made for individuals with disabilities.

Work environment

Work is performed in a moderately quiet office setting at Town Hall and the Police Department, using standard office equipment. The employee works with Town departments, businesses, the public, the bank, auditors, and other police agencies. Errors in judgment could result in financial loss, legal consequences, reduced service to residents, or harm to the Town's reputation.

Compensation and status

- **Pay:** \$18.50–\$22.50 per hour
- **Schedule:** Full-time, 40 hours per week
- **Mileage:** Reimbursed at the current federal (IRS) rate for travel related to Treasurer duties, such as bank deposits.
- **Appointment:** The Select Board appoints the Treasurer, and the Chief of Police hires the Administrative Assistant. The combined position is at-will under the Town's Personnel Policy and includes the standard probationary period.
- **Benefits:** A comprehensive benefits package, including health insurance, dental insurance, and a 401(k) with employer match.

How to apply

Submit a cover letter, resume, and three references to both the Select Board and the Chief of Police:

- **Email:** bos@middletonnh.gov and policechief@middletonnh.gov
- **Mail:** Town of Middleton, 182 Kings Highway, Middleton, NH 03887

This job description is not an employment contract. The Town may revise it as its needs and the requirements of the position change.