



# Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

## Town of Middleton

### Treasurer/Police Administrative Assistant

#### Job Summary:

The Police Administrative Assistant is to provide and perform all aspects of administrative support to the Chief of Police and department staff. The Treasurer is responsible for the Town's cash management program, for gathering of 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 for this appointed position.

#### Supervision Received:

The Police Administrative Assistant reports directly to the Police Chief, whereas the Treasurer will take direction from the Board of Selectmen or their appointee.

#### Treasurer Duties:

Treasurer duties are 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.

Each week the 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 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 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 provides the Treasurer with a daily report of deposits and credit card transaction. 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 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, list of road bonds and any other accounts.



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## Police Administrative Assistant Duties:

Maintains department reports, statistical reports, accident reports, arrest reports, and dispositions of arrests. The following is indicative of the duties and responsibilities associated with this position but are not intended to be all-inclusive.

- Works with the Chief to hand prosecutions
- Assist with department payroll records.
- Maintains alarm listings (commercial/residential)
- Manages and processes billing for accounts payable/receivable to include police details.
- Composes monthly reports, and yearly reports for the department and the State
- Manages all requests for accident, criminal reports/events and other reports.
- Processes applications, statistics, and billing for grants

## Requirements:

1. Associate degree preferred.
2. 3-5 years of administrative experience or related field preferred.
3. Preference will be given to candidates that have training and experience in the use of IMC Police Records Management System.
4. Have a background in accounting practices and reporting.
5. Have a background in bookkeeping.
6. Working knowledge of banking procedures
7. Working knowledge of office software applications
8. Able to work with other departments in a timely manner.
9. Computer skills a must

These combined positions are for approximately 26-30 hours per week, Monday through Thursday, with some flexibility.

Salary range: \$18.50 - \$21.00

Mileage reimbursement for treasurer's duties.

Please send cover letter and resume to the Board of Selectmen and Chief Scott Ferguson

At [bos@middletonnh.gov](mailto:bos@middletonnh.gov) and [policechief@middletonnh.gov](mailto:policechief@middletonnh.gov) or by mail to the Board of Selectmen and Middleton Police Department, 182 Kings Highway, Middleton, NH 03887



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