

## TREASURER

Treasurer is responsible for the custody, investment, and disbursement of municipal funds, acting as the chief financial officer for town transactions. Appointed by the Board of Selectmen, the role involves managing bank accounts, processing payroll, overseeing tax lien procedures, and ensuring adherence to Maine statutory requirements.

Key responsibilities typically include:

- **Financial Oversight:** Managing all municipal funds, including receiving, depositing, and investing money according to state law.
- **Warrants and Payroll:** Processing accounts payable and bi-weekly payroll warrants. Complete all monthly and quarterly reporting to the State and Federal Government.
- **Reconciliation:** Reconciling bank statements and accounts.
- **Tax Foreclosures:** Filing necessary documents.
- **Reporting:** Providing financial reports to the Select Board and other departments.

Required Skills and Qualifications:

- **Knowledge:** Understanding of Maine municipal finance laws.
- **Experience:** Previous experience in accounting, bookkeeping, or financial management is preferred.
- **Skills:** Strong attention to detail and proficiency in financial software (e.g., Excel).

Applicants should possess a high school diploma or equivalent, formal courses in business or office procedures. Preference may be given to applicants who have experience as a Town Treasurer.

This position is a 24 hour per week position with benefits. Salary commensurate with experience.