

**TOWN OF BERWYN HEIGHTS
POSITION DESCRIPTION**

TITLE: Treasurer/Employee Benefits Manager
DEPARTMENT: Administration
REPORTS TO: Town Manager

PAY GRADE: M
STATUS: Exempt
REVISION DATE: 2019

PURPOSE OF POSITION:

Administrative position serving in a senior leadership position managing the financial and employee benefit management operations of the town.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Manages the day-to-day and long-term financial operations of the Town.
2. Responsible for calculating and preparing payroll checks, reporting and paying payroll taxes and preparing and distributing payroll reports.
3. Administer general accounting system for revenues, expenditures and journal entries.
4. Close monthly accounting and reconcile all bank and other accounts.
5. Assist Town Manager in budget preparation and preparing for annual audit.
6. Compile and prepare monthly, quarterly and annual reports.
7. Collect all revenue streams for Town including fees, taxes and liens.
8. Supervises the fiscal operation of the Town and prepares an annual budget for the Town Council's review and presentation at a public hearing.
9. Recommends, implements and monitors internal financial controls and financial policies across departments.
10. Prepares grant applications, ensures compliance with Federal regulations and prepares reports.
11. Maintains fixed asset records for all Town equipment, property, and the fleet assets.
12. Recommends, implements and monitors all Town investments, and interest-bearing accounts.
13. Administers retirement and health benefits program.
14. Researches and recommends changes to the employee benefits program to the Town Manager.
15. Maintains personnel medical files.
16. Assists with Town risk management and training.
17. In conjunction with the Town Manager, serves as the Town's Privacy Official in matters related to the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPPA) in connection with the Town sponsored health plan for employees.
18. Performs related duties as required.
19. Participation in the Maryland Government Finance Officers Association is required. Participation in other related professional organizations is encouraged, as funds are available.
20. May serve as acting Town Manager in the Town Manager's absence, when designated
21. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in finance, accounting, public administration or related field. A minimum of five (5) years of experience, preferable in a municipal or public sector organization.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public administration, budgeting and municipal accounting standards.
- Ability to maintain Town's financial regulatory compliance.
- Ability to express ideas clearly and concisely, both orally and writing with tact and diplomacy.
- Ability to problem solve by researching alternatives and developing creative solutions.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software including Microsoft Office, automated payroll services and financial software.
- Ability to establish and maintain effective working relationships with subordinates, Town Council, other Department Directors and to deal with public relations problems courteously and tactfully.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to communicate effectively with other members of the staff, supervisor, and the public in both written and verbal form.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence and Federal, State and local regulations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some light work requiring the exertion of up to 25 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT:

Works in an office setting, in generally comfortable conditions.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.