



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

PHONE: (978) 538-5722/5721

BETH BRENNAN O'DONNELL
Director of Human Resources

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

JOB POSTING TREASURER

Job Title: Treasurer

Department: Finance Department

Location: City Hall, 24 Lowell Street, Peabody, MA 01960

Schedule: Full Time, 32.5 hours per week, Monday through Wednesday 8:30 AM – 4:00 PM,
Thursday 8:30 AM – 7:00 PM, Friday 8:30 AM – 12:30 PM
Additional hours may be required.

Grade & Pay: DOQ up to \$74,987.00 annually (ordinance max)

Summary Statement of Duties: (Full job description available at the HR Dept., City Hall)

The City of Peabody is seeking qualified candidates for the position of Treasurer. Under the supervision of the Director of Finance, the Treasurer directs financial planning, procurement, and investment of funds for the City of Peabody.

Essential Duties and Responsibilities: (These duties are a general summary and not all inclusive, other duties may be assigned.)

- Plans, manages, supervises and directs the operations, work, services and personnel of the Treasurer's Office.
- Oversees the receipt and disbursement of all cash; maintains records of accounts; and reconciles all cash books with the City Auditor.
- Responsible to receive and account for all monies belonging to the City.
- Responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales and legal processes relative thereto.
- Delegates authority for receipt, disbursement, banking, protection and custody of funds, securities, and financial investments.
- Analyzes financial records to forecast future financial position and budget requirements.
- Answers inquiries from property owners, banking and real estate professionals, and interested parties regarding matters related to investment of funds, tax collection and tax title.
- Reviews, prepares and administers the annual department budget; presents and defends budget requests before the Peabody City Council.
- Administers, oversees and controls the expenditures of funds within the constraints of approved budgets.
- Makes recommendations for contracted services; responsible for maintaining and improving upon the efficiency and effectiveness of all areas of the Treasurer's office.
- Evaluates need for procurement of funds and investment of surplus.
- Advises management on investments and loans for short and long range financial plans and prepares financial reports for management.
- Develops policies and procedures for account collections and extension of credit to taxpayers.
- Develops and manages online payment systems for various city departments.
- Works with School Department to facilitate proper administration of Student Activities and other School Accounts.
- Signs notes of indebtedness as approved by management.

Qualifications: (Full list of qualifications available at the HR Dept., City Hall)

Candidates must possess a high school diploma. Bachelor's degree in business, accounting, finance or related field is preferred; 5 to 7 years of experience in accounting, treasury, municipal finance, tax collection, or similar management position desired. An equivalent combination of education and experience will be considered. Municipal Treasurer experience desired; experience using ADP Payroll system a plus. Excellent computer skills required, including demonstrated proficiency in Microsoft Office. Outstanding customer service skills required; must be able to be bonded as required by law. Ability to maintain strict confidentiality is a must. General accounting skills and demonstrated ability to use software applications including spreadsheet applications required. Must be able to read and write in English and keep detailed records. A valid driver's license is required.

Posting Date: May 11, 2017

Qualified candidates please apply before 12:30 PM on May 26, 2017, 2016 at the City of Peabody, Human Resource Dept., City Hall, 24 Lowell St. Peabody, MA 01960; via email ctrombley@peabody-ma.gov; or via fax 978-538-5982.