

Sandy River Plantation Town Office

33 Townhall Road

Sandy River Plt., ME 04970

207-864-2234

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Position title	Department	Reports to
Deputy Treasurer	Administration	Treasurer
Employment status	Wage Range/FLSA Status	Adopted
☐ Temporary ☐ Full-time ☒ Part-time	\$17.00-\$20.00 ☒ Nonexempt ☐ Exempt	12/17/2024

Position Summary

The Deputy Treasurer is a part-time position, requiring 14 hours per week, primarily a clerical position responsible for assisting the Treasurer in administering and maintaining the Town's finances. Work is normally carried out with independence, subject only to general instruction and standard operating procedures and general accounting principles.

The Deputy will be delegated and assist in any of the responsibilities of the Office of the Treasurer. Most duties involve use of computers and various software programs. This role involves assisting with the preparation, maintenance, and accurate bookkeeping of financial records, ensuring that all funds are properly managed, monitored, and reported.

Work is performed under the supervision of the Treasurer, following established laws, procedures, and routines.

Essential Duties and Responsibilities

The essential responsibilities of the Deputy Treasurer include, but are not limited to, the following:

1. **Assist in managing and overseeing all fiscal activities** related to the handling and accounting of Town funds, ensuring proper management and reporting.
2. **Support accounting and maintenance functions**, ensuring accurate and timely financial reporting for all funds, under the direction of the Treasurer.
3. **Maintain financial records** in the current financial software in use (e.g., TRIO) and assist with monthly reconciliations submitted to the Board of Assessors.
4. **Assist with payroll processing**, accounts payable, record-keeping, and financial reporting as directed by the Treasurer.
5. **Assist in organizing and compiling financial documents** required for the annual audit.
6. **Support the preparation and submission** of the Treasurer's report for inclusion in the annual report.
7. **Assist in the management of Tax Lien Mortgages**, including preparing notices, tax liens, foreclosure notices, and processing related discharges, under the supervision of the Treasurer.

8. **Assist with counter duties**, including interacting with customers and processing payments for motor vehicle registrations, inland fisheries, dog licenses, and tax payments.
9. **Respond to phone inquiries** from customers, providing assistance with payments, forms, and general information.

Minimum Qualifications (Knowledge, Skills, and Abilities)

1. Knowledge of accounting principles and procedures, particularly as they apply to governmental accounting and computer systems.
2. Proficiency in office tools such as Microsoft Office (Word, Excel). Ability to exercise sound judgment and initiative in analyzing accounting issues and recommending or implementing improvements to existing processes and procedures.
3. Ability to analyze cash flow and accurately perform complex accounting tasks.
4. Strong interpersonal skills and the ability to establish and maintain effective working relationships with Town officials, employees, and the general public.
5. Desirable qualifications include a degree in Accounting or a related field, or an equivalent combination of education and experience.
6. Ability to be bonded, as required for the position.

Physical Demands and Work Environment

The physical demands of this office worker position are generally minimal but may include extended periods of sitting, typing, and using office equipment such as computers, phones, and printers. The role may also require occasional lifting of office supplies or files, typically weighing no more than 30 pounds.

The work environment is primarily an office setting with a climate-controlled atmosphere. Employees may experience typical office noise levels, such as phone calls and conversations. The position requires the ability to focus on tasks for extended periods and may involve working at a desk or in front of a computer screen for several hours a day.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements .

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Acknowledgment of Job Description Review

By signing below, I acknowledge that I have reviewed and understand the job description for the position of ***Deputy Treasurer***. I recognize that this job description is not intended to create an employment contract and does not alter my at-will employment status. I understand that my employment is at-will, meaning either the employer or I may terminate the employment relationship at any time, with or without cause or notice.

Employee Name: _____

Employee Signature: _____

Date: _____