



Town of Sykesville

7547 Main Street, Sykesville, MD 21784

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townofsykesville.org

Town House

Ian Shaw, Mayor

Joe Cosentini, Town Manager

Treasurer – The Town of Sykesville, MD is seeking a full time Treasurer to administer the financial affairs of the Town government including accounts payable/receivable, payroll, bank account reconciliation, maintaining all financial records, bookkeeping, audit and budget preparation, etc. QuickBooks and payroll experienced preferred. Significant interaction with Town staff, elected officials, the public and county agencies.

Requirements: Bachelors degree in Accounting, Finance, Business Management or closely related field and five (5) years experience in a similar position. Strong computer skills and outstanding customer service.

Salary is commensurate with experience. Excellent benefits. Detailed job description and application available on the Town's website at www.sykesville.net. Interested candidates should submit a cover letter, job application and resume to the Town of Sykesville, Attn: Town Manager, 7547 Main Street, Sykesville MD 21784 by November 1.

JOB Description

JOB TITLE: Town Treasurer

DEPARTMENT: Town House

SUPERVISOR: Town Manager

FLSA STATUS: Non-Exempt

HOURS: 40 Hours Per Week

NATURE OF WORK: Responsible for the Management of Town Finances.

DUTIES AND

RESPONSIBILITIES: (Essential Functions)

The position of Treasurer requires an organized individual to administer the financial affairs of the Town government. The duties of the Treasurer include, but are not limited to, the following:

1. Attend meetings of the Mayor and Town Council to inform them of the financial affairs of the Town.
2. Maintains and administers the Town's general finance operations.
3. Prepare monthly and quarterly financial reports for the Mayor and Town Council and other financial reports as needed by the Town Manager.
4. Maintain all financial records including a General Ledger and payroll.
5. Responsible for billing of corporate personal property tax and commercial solid waste collection.
6. Assist the County in the collection of the Town's real property taxes.
7. Assists the Town Manager with the preparation of the annual budget to be submitted to the Mayor and Town Council.
8. Assist the Town Auditor in closing out the Town's books at the end of each fiscal year.

9. Administer a bi-weekly payroll system.
10. Responsible for all Town financial books, records, and bank accounts.
11. Discusses and advises the Town Manager in the financial matters of the Town. Also monitors and recommends to the Town Manager revisions to finance and accounting procedures.
12. Assist the Town Manager in recording all receipts and disbursements of all grant and/or loan funds administered by the Town Manager.
13. Perform general office work relating to employee information; the Town's retirement and health benefit plans or other duties as required by the Town Manager.
14. Applies for Title and Registration of all Town owned vehicles

**REQUIRED KNOWLEDGE
AND SKILLS:**

The Treasurer must be an organized individual knowledgeable of fiscal functions and practices of municipalities. Must possess a high degree of computer skills in financial and spreadsheet software or demonstrate skills enabling the individual to quickly become proficient on the Town's computer system. The individual must have good written and oral communication skills. Knowledge of accounting, bookkeeping, and business management is essential. Experience in general office work is needed to establish an efficient filing system, answer the telephone properly, and present a positive attitude towards Town citizens, visitors, and fellow employees.

MINIMUM EXPERIENCE:

The Treasurer must have a Bachelor's degree in Accounting, Finance, Business Management or closely related field plus a minimum of five (5) years experience as a Treasurer or similar position. On the job experience in computer work, accounting, bookkeeping, and writing skills will be highly desirable. Bachelor or Arts in Business Administration or Finance Accounting or other specialized training in the above areas may be substituted for experience.