



37.5 Assistant Treasurer		Job Description	
Direct Report	Treasurer/Collector	Grade	expected hiring range \$45,766 – \$54,492
Department	Finance	FLSA	Exempt
Division	Treasurer	Bargaining Unit	Non- Union
Date	November 2015	Location	Town Hall

Summary

Performs a variety of administrative and technical financial functions for the Town, School, and Light Departments, and Reading Contributory Retirement System. Has primary responsibility for payroll processing.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepares and processes payroll for Town, School, and Reading Municipal Light Department employees.
2. Performs all functions within the payroll system, including job class codes, pay types, deduction codes, salary tables, tax tables and exemption tables.
3. Collaborates with end users in decentralized environment to improve accuracy of payroll.
4. Makes wire transfers and account transfers assuring proper coverage of payroll costs among multiple accounts.
5. Provides back-up coverage for the Treasurer in his/her absence.
6. Provides back up with reconciliations, federal and state reporting requirements, departmental budget analysis,
7. Assists Retirement in providing payroll information, calculations and accuracy of deductions.
8. Collaborates with Human Resources to ensure appropriate maintenance of all health, dental, life, and other benefit deductions and provides back-up for payments to vendors.
9. Performs testing of Munis upgrades prior to implementation.
10. Verifies payroll deductions for RMLD employees and reconciles to Munis.
11. Collaborates with Massachusetts Teachers Retirement System to ensure accuracy of deductions; submits monthly report and payment to MTRS.
12. Responds to inquiries from all employees, resolves any payroll issues, and redirects as necessary.
13. Uploads payroll files to the bank according to schedule to ensure timely payment to employees.
14. Prepares payroll verification report for submission to department heads.
15. Monitors bank accounts regularly providing summaries to appropriate departments regarding incoming payments from vendors and the State, makes wire transfers for vendor payments.
16. Conducts daily banking deposits.
17. Maintains custody and control of Petty cash, and P-Card.
18. Processes all creditor garnishments, and tax levies in accordance with state and federal laws.
19. Prepares W-2 documents and 1095's at the end of the calendar year.

Minimum Qualifications

1. Graduation from an accredited four-year college or university with a Bachelor's Degree in Finance or a closely related field; and
2. Ten (10) years of progressively responsible finance experience, preferably in a municipal setting or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for Assistant Treasurer. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full Job Description is available upon request

Judith Perkins

Human Resources Director

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