

TOWN OF AMHERST, NEW HAMPSHIRE

JOB TITLE: Town Treasurer

DEPARTMENT: Finance

STATUS: Appointed Town Official, Part Time, Stipend

APPOINTMENT: The Board of Selectmen shall appoint, based on merit and fitness, a Treasurer who shall have the powers and duties prescribed by RSA 41:29 (Addendum A) and state law, provided however that in making investments of Town funds, they shall follow the written Investment Policy as adopted or modified by the Board of Selectmen. (Addendum B) and the Amherst Deposit Policy (Addendum C). The Treasurer shall have custody of all monies belonging to the Town and shall pay out the same only upon orders of the body designated by the Town to expend such funds. The Treasurer shall: keep suitable records, reconcile all Funds monthly and perform all other related functions per state statute. Duties may be delegated in writing in accordance with RSA 41:29 VI.

SUPERVISION RECEIVED: Reports to the Board of Selectmen but works closely with the Finance Director and the Tax Collector.

DUTIES AND RESPONSIBILITIES: Duties are listed in RSA 41:29.

1. Monitor cash balances and investment funds.
2. Review both payroll and accounts payable checks for the Town.
3. Make cash/check deposits as required by law.
4. Transfer monies between Town accounts, as necessary.
5. Reconcile Town bank accounts.
6. Prepare monthly Deposit report for each department.
7. Keep Treasurer's records updated.
8. Assist in Town's Audit when asked.
9. Prepare Treasurer Report for the Annual Town Report and DRA.
10. Report to the Board of Selectmen whenever so requested.

DESIRED QUALIFICATIONS:

- Have a background in accounting practices and reporting; degree or certificate preferred.
- Working knowledge of banking procedures.
- Able to work with other departments in a timely manner.
- Computer skills: must be familiar with Excel, Word, and other financial software.
- Basic knowledge of investing principles is required.
- Demonstrate attention to detail.
- Experience in Municipal government would be a plus.

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PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	F
Lift 1-25 lb.	F
Lift 25-50 lb.	R
Lift over 50 lb.	N

Carry up to 10 lb.	F
Carry 1-25 lb.	F
Carry 25-50 lb.	R
Carry over 50 lb.	N

Reach:	
below shoulder	O
at shoulder	F
above shoulder	O
Push/Pull	R

Hand Manipulation:	
Grasping	O
Handling	C
Torquing	R
Fingering	C

Twist	F
Bend	F
Squat	R
Crawl	N
Kneel	R
Crouch	R
Climb	N
Balance	N

Avg. 8-hour day:	
Sit	7
Stand	< 1
Walk	< 1

KEY:	
Not required	N
Rarely	R
Occasionally	O
Frequently	F
Constantly	C

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others, Hearing: Necessary for taking instruction and information; Sight: Necessary for doing job effectively; Tasting & Smelling: Not required.

Approved by the Board of Selectmen: 09/11/2023