



TOWN OF UNIVERSITY PARK

MAYOR
Laurie Morrissey

COMMON COUNCIL
Ralph Dubayah
Mary Gathercole
Casey Kelby
Nathaniel Morgan
David McGaughey
Grant Godfrey
William Sweet

TOWN ADMINISTRATOR
Debi Sandlin

UNIVERSITY PARK TOWN TREASURER JOB DESCRIPTION

Job Title: Treasurer

The Town of University Park seeks a Part-Time Treasurer with 5+ years' accounting and finance experience. This position is responsible for all phases of the financial activities of the Town related to budgeting, accounting, investments, tax collection and financial record keeping. Work involves the application of basic government accounting principles and state and federal reporting requirements and practices within the limits of policies and procedures established by the Town. This employee must routinely use independent judgement when performing tasks.

Essential Duties and Tasks

- Maintains and administers the Town's general financial operations.
- Prepares all payrolls, and payroll tax forms, and quarterly and annual filings including 1099's.
- Prepares monthly, quarterly, and annual financial reports/statements and other financial reports as needed.
- Assists the Mayor and Town Administrator with preparing the annual budget, coordinates the budget process and monitors the approved budget throughout the year, including the Town's Capital Improvement Plan.
- Provides strategic analysis and regular reports on the current and future financial status of the Town, to include long-term planning to ensure the ongoing fiscal health of the Town.
- Partners with Department Heads to ensure the annual budget process is conducted in a strategic and purposeful manner, to include development of key performance measures.
- Maintains financial records for each of the Town funds as required.
- Manages accounts payable and receivable, payroll, and daily cash management functions.
- Administers the Maryland State Retirement System plan.
- Administers all employee benefit plans.
- Performs monthly bank account reconciliations.
- Reconciles all other appropriate general ledger accounts monthly including capital expenditures.
- Prepares monthly treasurer's report (Income Statement, Balance Sheet, Cash Disbursements).
- Presents the Treasurer's Report during the Town Council meeting.
- Makes recommendations to the Town Council on financial matters.
- Conduct yearly inventory of all Capital Assets.

- Prepares an annual Capital Assets report.
- Tracks Fixed Asset additions and deletions including all vehicles.
- Responsible for the management of the Town's investment portfolio.
- Works with outside auditors to complete the Annual Audit.
- Prepares and sends out invoices for Personal Property taxes for businesses located in the Town.
- Processes weekly billing and collections for various town services.
- Handles weekly bank deposits/petty cash needs.
- Identifies and assist the Town with applying for grants, such as the Maryland State Police Aid grant, Bond Bills, infrastructure grants, and other grants as needed.

Administer General Office Functions

- Manages preparation and submitting bi-weekly payroll.
- Processes all payroll deductions including health and pension contributions.
- Maintains complete and accurate personnel files in accordance with State and Federal guidelines.
- Coordinates liability/workers compensation insurances and overall risk management.
- Ability to maintain confidentiality.

Education Requirement

- Bachelor's degree in accounting, Finance, Business Management or closely related field.
- Treasures certification or training are desirable.

Minium Qualifications

- Minium of five (5) years' experience in accounting practices and procedures, payroll and benefits management, revenue and accounts payable management (local or federal government experience helpful).
- Experience with QuickBooks Online and bill.com
- Experience as a Treasurer, Deputy Treasurer or Senior Accountant with local and federal government experience preferred.
- Exceptional accuracy required.
- Excellent computer skills including, but not limited to Microsoft office (excel, word, etc.), adobe acrobat.
- Good oral and writing skills.

NOTE: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job duties as assigned and required by the Town Administrator. The Town reserves the right to revise or change job duties as the need arises.

This is a 30 hour a week, part-time position with benefits. The salary range is \$65,000 to \$70,000. Benefits will include Federal Holidays, vacation/sick leave, and participation in the Maryland State Retirement Pension system.

Please submit your resume and cover letter to dsandlin@upmd.org.