

Town of Farmington Maine – Treasurer

The Town of Farmington (Pop. 7,500) is seeking an experienced full-time municipal treasurer to ensure the fiscal wellbeing of the Town. This position reports to the Town Manager. The treasurer is responsible for the management of all activities and operations of the Finance Department. The ideal candidate must have high level accounting, problem-solving and interpersonal skills. They must be timely, accurate, detail-oriented as well as able to provide leadership and superior customer service. Excellent written and verbal communication skills, including the ability to communicate effectively with the Board of Selectmen in a public forum are crucial.

Duties and Responsibilities:

The Treasurer completes all accounting, payroll, general ledger, account payable and account receivable functions and designs internal controls in accordance with all GAAP and GASB standards. The position is responsible for assisting with budget preparation and monitoring budget performance. They function as the Deputy Tax Collector and oversee the lien process. They manage other taxes, fees and receipts and monitor cash flow. They carry out grant fiscal management and reporting. They oversee all aspects of Town benefits.

The Treasurer Provides strategic guidance to achieve the Town's long-term plans. They conduct analysis and forecasts. They oversee all municipal borrowing, bond issuance, and the direction of any investment of municipal funds. They work closely and collaboratively with the Town Manager and Department Heads.

The Treasurer stays up to date on all regulatory changes and develops procedures to achieve goals. They oversee and perform complaint resolution in areas of responsibility. They maintain all financial records. The Treasurer also serves as the application manager for TRIO and as the chief audit liaison.

Minimum Qualifications:

- A Bachelor's Degree or higher in Accounting, Finance, Public or Business Administration. 5+ years of financial/administrative experience reflecting increased responsibilities.
- Proficiency with MS Office and Adobe Reader/Acrobat Pro.
- Preference will be given for experience with government accounting.
- The successful candidate **must** be bondable.

The initial salary range for this position is \$55k - \$80k based on qualifications and experience. The Town of Farmington also offers a comprehensive benefits package.

To Apply:

Qualified candidates should submit their resume, [application](#), and cover letter electronically to Christian Waller, Town Manager at cwaller@farmington-maine.org, by **4 pm Friday, January 28th, 2022**. For an application, go to <https://farmington-maine.org>. The position will remain open until filled. The Town of Farmington is an Equal Opportunity Employer.