

Oxford Clerk-Treasurer

General Job Description and Responsibilities for the position of Clerk-Treasurer, as authorized in the Oxford Town Charter Section C6-1 Clerk/Treasurer.

The Clerk-Treasurer is responsible for the implementation of all policy set by the Commissioners of Oxford, directs and manages the finances of the Town under the direction of the Town Manager, and the general supervision of the Town Commissioners, and acts as the Chief Financial Officer of the Town.

Essential job functions include the following:

- ◆ Supervises and is responsible for all disbursements and expenditures to assure that budget appropriations are not exceeded; maintains a general accounting system for the Town, meeting standard accounting procedures; submits monthly, and at such other times as the Town Manager or Commissioners may require, financial reports to include disbursements and bank information; coordinates with the Town's Accountant on annual audit process and fiscal year end reports.
- ◆ Performs financial analyses for the Town Manager and Commissioners pertaining to Town operations and programs under consideration: gathers information relevant to topic; evaluates data and makes recommendations based on findings; prepares reports; and when requested makes presentations to the Commissioners and other interested parties.
- ◆ Responsible for the preparation of the annual budget; reviews departmental budget requests with the Town Manager for inclusion in the administrative recommendation to the Commissioners, including the development and implementation of the Town's Capital Improvement Plan; under supervision of the Town Manager coordinates the scheduling of budget meetings and hearings; and ensures compliance with all legal and procedural requirements.
- ◆ Ascertains that all taxable property within the Town is assessed for taxation; collects all taxes, special assessments, license fees, liens and all other revenues of the Town, and all other revenues for whose collection the Town is responsible, and receives any funds receivable by the Town.
- ◆ Responsible for administration of payroll, to include but not limited to payroll processing, compliance with state and federal reporting and filing requirements, management of deductibles, preparation of weekly, monthly, quarterly, and yearly state and federal payments and reports.
- ◆ Responsible for administration of all employee benefits, programs and state and federal employment regulations, to include but no limited to health, dental, life and disability, reimbursement plans, workers' compensation, safety and wellness initiatives, HIPAA, Cobra, EEOC/ADA, FLSA, FMLA, vacation, sick and personal leave benefits, employee communications and supplemental and/or voluntary benefits.
- ◆ Oversees the Administrative Assistant's responsibilities as they pertain to Water/Sewer billing, miscellaneous invoicing, receipt of payments and posting of deposits, to include management of the utility billing system.

- ◆ Performs clerk services for the Town Manager and Commissioners, to include preparation of Commissioner meeting agendas, notes and minutes, and provides administrative support to the Town Manager and Commissioners as needed.
- ◆ Attends meetings of the Town Commissioners when required to act on behalf of the Town Manager, or as requested by the Town Manager or Town Commissioners.
- ◆ Responsive to citizen inquiries, providing assistance to the public where needed.
- ◆ Performs other duties as found within the Town Charter or as assigned.

General Requirements:

- Knowledge of municipal management and community interaction.
- Knowledge of financial administration and the design of financial accounting and reporting systems.
- Knowledge of the principles of public personnel administration, human resources administration, and public labor relations.
- Knowledge of Microsoft Office Products, Intuit QuickBooks and Utility Billing Software
- Knowledge of payroll accounting principles and practices, payroll calculations and processing, applicable local, state, and federal payroll laws.
- Knowledge of municipal government programs and decision-making processes.
- Knowledge of state and federal policies and programs.
- Able to communicate effectively orally and in writing.
- Able to act independently and without precedent in the face of problems.

Must be goal oriented; possess a self-starting drive to get things done, able to react quickly to changing situations; be positive and direct in striving to achieve results, and at times must be able to motivate others to act through persuasiveness and the generation of enthusiasm.

Job posted January 25, 2024 – Interviews will start February 15, 2024 – Position open until filled.

Clerk-Treasurer Estimated Salary Range: \$60,000.00 - \$80,000.00 per year

Salary commensurate with experience

Employee Benefits:

- **Health/Dental/Vision insurance**
- **Health Reimbursement Account**
- **Life insurance**
- **Vacation and Sick**
- **401(k)**
- **Maryland State Retirement Program**

In accordance with applicable federal, state, and local law, the Town of Oxford shall not discriminate against any person in recruitment, appointment, training, promotion, retention, or any other personnel action because of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.