

Treasurer

Hampshire County Group Insurance Trust is seeking a qualified treasurer to manage funds and serve as the cash manager. The treasurer maintains custody of all funds and is responsible for depositing, investing, and disbursing monies. The treasurer must manage the Trust's financial resources to ensure the availability of cash to pay obligations as they become due. The treasurer bears responsibility for closing and reconciling all books and accounts, including the cash book, warrants (vendor, payroll, and special warrants), bank accounts (checking accounts, trust funds, bond or other accounts), and debt records.

QUALIFICATIONS: Bachelor's Degree in Accounting/Business Administration and a minimum of four years of experience, preferably in the public sector. Comparable experience may be considered. Knowledge in general office management, accounting and reconciliation, cash management, computers, payroll systems, and municipal law is required.

REPORTS TO: Insurance Administrator & Insurance Consultant

PERFORMANCE RESPONSIBILITIES:

1. Maintains a full set of accounting records in accordance with Generally Accepted Accounting Principles (GAAP).
2. Assumes responsibility for the receipt and expenditures of all funds.
3. Reconciles all bank and bond accounts.
4. Maintains a continuous internal auditing program for all funds.
5. Provides material as requested to assist external audits.
6. Ensures fiscal compliance with Hampshire County Group Insurance Trust, State, and Federal statutes, regulations, and/or policies.
7. Works closely with the Insurance Administrator and Insurance Consultant relative to all fiscal matters.
8. Provides support in all aspects of the office, including accounts payable, accounts receivable, payroll, and benefits administration.
9. Prepares and delivers monthly financial reports outlining the Trust's net position.
10. As needed, virtually participates in Executive Committee and Insurance Advisory Committee meetings, providing financial reports and other relevant updates.
11. Performs other fiscal duties as required.

TERMS OF EMPLOYMENT:

This position is 10 hours per week, 12 months per year. Salary is commensurate with experience in the range of \$25.00-\$30.00 per hour.

Interested candidates should submit a cover letter, resume, and three references to cindys@hcgit.org.

The Hampshire County Group Insurance Trust is established under Section 12 of Chapter 32B of the Massachusetts General Laws for the joint purchase of insurance. The towns, cities, fire districts, regional school districts, water districts, and Community Development Corporations are members of the Trust. The employees are not members of the Trust but employees of the member units.

Hampshire County Group Insurance Trust is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.