The Town of University Park
Job Description
Town Treasurer

The Town is seeking an experienced and collaborative municipal finance professional to act as a financial manager. The position fulfills the duties and responsibilities of the Town Treasurer, as established in the Town Charter, and is appointed by the Mayor and Town Council. Reporting to the Town Administrator, the Town Treasurer oversees the Town's financial operations, including accounting, budgeting, financial reporting, cash and investment management, forecasting, grants, audits, and internal controls.

The Town Treasurer provides financial analysis and guidance to Town leadership, supports budget and capital planning, monitors revenues and expenditures, ensures compliance with applicable laws and accounting standards, and oversees key financial functions. The successful candidate will demonstrate integrity, sound judgment, strong analytical and communication skills, attention to detail, and a commitment to efficient, transparent, and fiscally responsible management of public funds

ESSENTIAL JOB FUNCTIONS
The duties listed below are representative of the position and are not intended to be all-inclusive. Additional duties may be assigned as needed.

- Oversee the Town's accounting, budgeting, financial reporting, cash management, investments, and financial recordkeeping.
- Coordinates the annual operating budget and Capital Improvement Plan and monitors revenues, expenditures, forecasts, and financial trends.
- Prepares and presents monthly, quarterly, and annual financial Treasurer Reports, budget analyses, forecasts, and year-end financial information.
- Oversee general ledger activities, reconciliations, accounts payable and receivable, payroll, billing, collections, cash receipts, deposits, and disbursements.
- Manages banking relationships, cash positions, investments, fixed assets, and Town property and financial records.
- Prepares and manages property tax statements and other tax documents for the Town.
- Coordinates the annual financial audit and serves as the primary liaison with external auditors.

- Assists with grants, employee benefits, retirement programs, and insurance administration.
- Supervises, trains, and evaluates other financial staff.
- Advises Town leadership and elected officials on financial matters, resource allocation, fiscal sustainability, and long-term planning.
- Evaluates internal controls, identifies financial risks and opportunities for improvement, and recommends changes to strengthen efficiency and fiscal accountability.
- Serves as the alternate Maryland State Retirement Coordinator.
- Attends Town Council and other meetings as required and presents financial information and recommendations.
- Performs other duties as assigned.

TECHNICAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of governmental accounting, budgeting, financial management, Generally Accepted Accounting Principles (GAAP), auditing, internal controls, municipal operations, and applicable laws and regulations.
- Strong financial analysis, forecasting, reconciliation, reporting, organizational, and problem-solving skills.
- Ability to interpret financial information, identify trends and discrepancies, and provide sound recommendations.
- Proficiency with QuickBooks, ADP, Bill.com, Microsoft Excel, Microsoft Word, and other financial systems; ability to learn and implement new technology.
- Excellent communication and presentation skills, including the ability to explain financial information to Town leadership, elected officials, employees, and other stakeholders.
- Ability to manage multiple priorities, meet deadlines, work independently, maintain confidentiality, and exercise sound judgment.
- Commitment to continuous learning, professional development, and improvement of financial processes and practices.

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, finance, public administration, or a related field.
- Minimum of five (5) years of progressively responsible management experience in financial administration, preferably in a governmental organization; municipal experience preferred.
- Minimum of three (3) years of supervisory experience.
- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) certification preferred.

- Equivalent combination of education, training, and experience may be considered.
- If not already certified, must obtain the GFOA Certified Public Finance Officer (CPFO) designation within two (2) years of employment.
- Completion of the Maryland State Retirement Coordinator certification within three (3) months of hire.
- Must complete National Incident Management (NIMS) IS-700.b, IS-100.c, and IS 200, within three (3) months of hire.

PHYSICAL REQUIREMENTS

- Ability to operate a computer, keyboard, and other standard office equipment for extended periods while performing administrative, communication, and financial duties.
- Ability to communicate effectively in person, by telephone, and through electronic communication platforms.
- Ability to sit, stand, walk, bend, stoop, kneel, reach, and move throughout Town facilities as necessary to perform assigned duties.
- Ability to retrieve, organize, and maintain physical and electronic records and materials.
- Ability to lift, carry, push, and pull supplies, equipment, and event-related items, including occasionally lifting and/or moving objects weighing up to 20 pounds.

CONDITIONS OF EMPLOYEMENT

Successful completion of a post-offer, pre-employment physical examination and background investigation, including criminal and financial records checks.

COMPENSATION AND BENEFITS

This is a full-time, on-site position requiring 40 hours per week. The salary range is $92,000 to $95,000 annually, depending on qualifications and experience.

The Town offers a comprehensive benefits package that includes health benefits, annual and sick leave, paid holidays, 401k, and participation in the Maryland State Retirement and Pension System, subject to applicable eligibility requirements and Town policy.

Fair Labor Standards Act (FLSA) Classification: Exempt

Please submit a cover letter, resume, including the names and contact information for your current and/or former supervisors, and three professional references to Christina Cornwell, Town Administrator at ccornwell@upmd.org. Please use the "Application for Town Treasurer" as the subject line.

Applications will be reviewed as they are received. This position will remain open until November 30, 2026. Early applications are encouraged.