

## **Treasurer Job Responsibilities and Duties:**

### **Responsibilities:**

Establish and maintain suitable and accurate records and accounts in written and electronic format for all investments, escrow accounts, notes, and sums received into and paid from the Town funds.

Provide statements, records and data necessary for independent auditor to conduct an annual audit of the Town's accounts (20-25 hours per year, maybe more)

Prudently invest Town funds for maximum yield in accordance with Town policies and State and federal laws or rules. Monitor funds and deposits and transfer funds in a timely manner.

Responsible for the collection, management and disbursement of roughly \$14,000,000.00 annually.

Prepare complete report in the annual Town Report of all financial transactions for the year (8-10 hours)

### **Weekly duties include:**

Collect two deposits per week and bring them to the bank in Hooksett

(During tax season in June and December an additional 12-15 deposits are made)

Sign physical checks in the office and release payroll direct deposit checks on-line in a timely manner

Weekly balance all accounts including the general fund and all 18 sub-accounts.

Make inter-fund transfers if necessary.

These weekly duties take roughly between 6-8 hours/week

With the addition of the credit card, I am required to release funds to the DMV an addition two times per week.

### **Monthly Duties:**

Monthly reconcile all accounts including General Fund and 17 Sub-accounts to TDBank, Donna Becker, Tax Collector and Town Clerk (4-6 hours per month)

My best guess at an average weekly time commitment taking into consideration all of my duties and responsibilities throughout the year would be about 7-8 hours/ week which comes to about 364-416 hours per year.

Considering the duties and level of responsibility that the job entails and my years of experience, I would put my hourly wage at an estimated \$25/hour.

With the town of Candia accepting credit cards now, this has added significantly to the paperwork, documentation, and management of funds.

Each credit card deposit creates an additional 4-6 additional pages of work to keep of track of, an additional DMV on-line ACH transfer, as well as tracking of an additional credit card account transfer.

**July, 2019**  
Candia Recycling Center Monthly Report

	<b><u>July, 2018</u></b>	<b><u>July, 2019</u></b>
M.S.W. (Trash)	76.18 tons	69.45 tons
C&D Debris	52.91 tons	59.33 tons
Total waste	129.09 tons	128.78 tons

**Recyclables**

	<b><u>July, 2018</u></b>	<b><u>July, 2019</u></b>
Mix Paper	8 bales 6.05 tons	8 bales 6.42 tons
Cardboard	10 bales 6.93 tons	9 bales 6.44 tons
#1 - #7 plastics	2 bales 1.17 tons	2 bales 1.32 tons
Alum. Cans	2 bales .74 tons	2 bales .81 tons
#2 natural plastic	0	1 bale .43 tons
Total bales	24 bales 16.28 tons	22 bales 15.42 tons
Glass -	none sent out	1 load 10.46 tons
Total weight	<b>14.99 tons</b>	<b>25.88 tons</b>

**Revenue**

**July 2018**  
**\$2933**

**July 2019**  
**\$2142.72**

39 Freon devices recycled

73 Freon devices recycled

103 tires recycled

61 tires recycled

19.91 tons light iron recycled

16.59 tons light iron recycled

**2018 YTD - \$15,144.80**

**2019 YTD - \$19,232.72**



# Candia Volunteer Fire Department

11 Deerfield Road  
Candia, New Hampshire 03034  
(603) 483-2202 (603) 483-2311 (fax)



LOOK  
PLEASE READ  
C.R.  
SY  
RD  
BEB  
JL

August 28, 2019

Mrs. Susan Young, Chairman, Board of Selectmen  
Town of Candia, 74 High Street Candia, NH 03034

Re: Recommendation for Appointment to the Candia Volunteer Fire Department

Dear Chairman Young,

It is my pleasure as Chief of the Town of Candia Volunteer Fire Department to provide you with the name of an individual who I recommend for appointment to the Department. This individual has demonstrated a strong commitment to providing professional level emergency services to the Town of Candia and I offer this recommendation without reservation.

The person recommended has submitted background information attesting to their individual skill level and have agreed to attain and maintain at least a minimum level of professional certification consistent with the needs of the Department. This applicant has also provided information as to their character and background and will have undergone a criminal background investigation conducted by the Candia Police Department and the State Police.

I would request this appointment be made effective September 9, 2019.

**Devin Harvan**  
342 Bridge Street  
Manchester, NH 03104

Again, I am pleased to recommend this individual for appointment. If you have any questions, please feel free to contact me at 603-703-7155 (cell).

Sincerely,

Dean Young, Chief  
cc: Personnel file