

TREASURER/COLLECTOR

Position Purpose:

Under general direction of the Town Administrator and in accordance with Mass. General Laws, responsible for the collection and accounting of all accounts receivable for the Town including real estate and personal property taxes, motor vehicle excise taxes, betterments, and other related fees. Deposits all funds collected in appropriate investment accounts and ensures that all operating and capital costs are met in a timely manner.

Supervision:

Supervision Scope: Performs a variety of highly responsible duties of a complex nature which require considerable judgment and initiative; performs a variety of responsible functions in accordance with state statutes and local bylaws.

Supervision Received: Works under the general supervision of the Town Administrator and policy direction of the board of Selectmen with duties and responsibilities defined by the state laws, town policies and town bylaws. Employee generally establishes own work plan and completes work in accordance with established departmental policies and standards.

Supervision Given: Supervises all departmental employees, developing job direction, assigning tasks and instructions and evaluating personnel performance.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy.

Operates computer and general office equipment, such as calculator, copier, facsimile machine, and telephone.

Makes frequent contacts with federal and state agencies, local governments, attorneys, banks, financial advisors, bond rating agencies, benefit administrators, investment representations, other treasurers and town departments. Most contacts require an information exchange dialogue and are in person, by phone or written correspondence.

Has access to confidential information pertaining to taxpayers, which requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in delay and confusion, loss of department services and have significant legal and/or financial repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Manages billing and collection of all real estate, personal property and motor vehicle excise taxes for the Town. Oversees the issuance of demands for delinquent accounts.

Develops and implements tax collection procedures to ensure the timely collection of all revenue.

Responsible for the timely deposit of all monies and funds into appropriate investment vehicles as set forth by State Department of Revenue.

Ensures maximum return and safety on investments in regard to selection of investment vehicles and allocation of funds between various investment options.

Conducts background checks on potential new banks and other investment vehicles and obtains services of outside professionals as necessary.

Determines long and short-term cash needs for the Town and ensures available funds to meet operating and capital expenditures. Borrows short and long-term funds to meet Town obligations in accordance with mandates.

Completes payroll for employees; compiles and prepares required reports concerning withholdings and deductions. Serves as group insurance administrator for Town employees.

Pays all accounts payable and other expenses prepared by Town Accountant and approved by Selectmen.

Records and reconciles all monies received by the Town, including departmental turnovers, bond proceeds, wires and ACH deposits. Reconciles both receipts and cash balances with the Town Accountant monthly and submits necessary reports.

Responsible for tax title administration by processing tax takings, recording receipt of payments, recording & discharging liens, set up payment plans, submit Land of Low value requests to Dept. of Revenue. Works with tax title attorneys to collect delinquent taxes through the state's land court system.

Prepares annual department budget.

Supervises the issuance of municipal lien certificates for attorneys, banks, and mortgage companies regarding sale and refinancing or properties.

Represents the Town as necessary in the prosecution of delinquent accounts.

Prepares for annual audit and provides required documents.

Creates files, uploads, monitors and reports online payments.

Maintains current knowledge of profession through attendance at workshops and seminars and participation in state and municipal association educational activities.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree in accounting, finance, business administration, or related field; a minimum of five years' experience in a municipal supervisory position; or any equivalent combination of education and experience.

Special Requirements:

Massachusetts certification as a Municipal Treasurer
Ability to become bonded.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance. Broad knowledge of MGL as it relates to Municipal Finance, collection techniques and budget administration. Knowledge of computer applications for accounting and financial management. Knowledge of accounting software and Microsoft Office products. Working knowledge of office procedures and practices

Ability: Ability to establish and maintain effective and harmonious working relationships with Town officials and departments, members of the banking community, state agencies and the general public. Ability to conceptualize and implement goals and objectives for the Treasurer/Collector Department. Ability to analyze complex issues and develop relevant and realistic plans, programs, and recommendations. Ability to communicate effectively in written and oral form. Ability to manage and prioritize multiple tasks in a detailed and organized manner. Ability to prepare accurate financial reports and records.

Skill: Effective leadership skills, diplomacy in dealing with the public. Proficient written and oral communication skills and administrative skills. Skill in computers and appropriate software applications. Skill in working with numbers and details.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. The work requires lifting print and other materials, regularly weighing up to 10 pounds and occasionally up to 30 pounds Ability to

view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)