

**Job Title:** Treasurer / Collector  
**Department:** Finance  
**Reports to:** Finance Director/Town Administrator  
**Date:** October 2016

### **SUMMARY**

Directs and manages activities of workers engaged in the collection of the town's revenues including real estate, personal property and excise taxes, sewer, and municipal fees, charges, bills and revenues committed to the office of the Collector, by performing the following duties personally or through subordinate supervisors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises and participates with staff in the collection process, cash management, investments, debt service, payroll, payables maintenance of tax title accounts and collection, management of trust funds, custody of all town funds, and insurance
- Coordinates with Finance Director/Town Accountant the financial operations and the Treasury including budgeting, accounting, cash management, investments, debt service, payroll, payables
- Directs activities of clerical workers engaged in cash management, collecting taxes, payroll and records of taxes levied and paid.
- Monitors cash levels in the treasury. Prepares cash flow projections of revenues and expenses on a regular basis. Provides a monthly report to the Finance Director and Town Administrator.
- Assists the Finance Director/Town Accountant in the preparation, submission, and presentation of the annual budget, town meeting warrants, and other financial documents.
- Assists the Finance Director/Town Accountant with activities related to the Town's financial advisor, bond counsel, rating agencies, and banks.
- Authorizes addition of penalties on delinquent tax accounts.
- Other duties may be assigned to meet obligations of law and town bylaws.
- Performs other similar or related duties as required and/or assigned.

### **SUPERVISORY RESPONSIBILITIES:**

Management of subordinate Treasurer/Collector staff which is commonly comprised of three to four employees. The Treasurer/Collector is responsible for the overall direction, coordination, evaluation and successful performance of this office.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **DESIRED MIMIMUM QUALIFICATIONS**

Education and/or Experience:

Bachelor's Degree in Accounting, Finance, Business or Public Administration, or a related field. Three years' experience working in a municipal government in a supervisory position. A combination of relevant education/training and relevant experience will be considered. Experience in municipal finance is a plus. Must be able to obtain a Fidelity Bond with a surety. Premium will be paid for by Town. Requires working knowledge of municipal finance laws, department of revenue regulations, and applicable state and federal laws. Certified MA municipal Collector/Treasurer required within five years of appointment.

#### **KNOWLEDGE AND SKILLS:**

- Ability to read, analyze, and interpret financial reports and legal documents.
- Thorough knowledge of the principles of accounting and financial management;
- Thorough knowledge of municipal government procedures and operations;
- Thorough knowledge of town by-laws and Massachusetts General Laws as they apply to financial duties, responsibilities, and limitations;
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to Board of Selectmen, management, public groups, and/or others as necessary.
- Ability to establish and maintain accurate and detailed financial systems and other recordkeeping systems.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to reconcile bank statements, cash balances and receivables.
- Ability to become bonded
- Understand municipal software programs

#### **TOOLS AND EQUIPMENT**

Personal computer, telephone; calculator; typewriter; copy machine; fax machine.

#### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear. The employee is occasionally required to use hands to operate; handle, or feel objects, tools, or controls; and reach with hands and arms.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.