

TREASURER/TAX COLLECTOR

Position Purpose:

The purpose of this position is to provide professional, operational, and administrative duties associated with the Treasurer and Tax Collector's Office. The Treasurer/Tax Collector serves as custodian of the assets of the Town with specific focus as custodian of general fund cash, stabilization funds, trust funds, enterprise funds and investments and performs the collection of all taxes due to the Town performs all other related work as required. The Treasurer/Tax Collectors responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

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 direction of the Town Manager acting in conformance with applicable provisions of the local ordinances, Massachusetts General Laws, and federal laws, and with accountability to town voters.

Supervision Given: Supervises two full time employees.

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, elected officials, attorneys, banks, financial advisors and bond rating agencies and town departments, vendors and the MA Collectors and Treasurers Association. 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.)

Serves as the Town's Cash Manager; responsible for the receipt and disbursement of all federal, state, and departmental revenues.

Responsible for the maintenance and reconciliation of all monthly revenues, bank accounts and the Treasurer's cashbook.

Serves as the Town's representative at Middlesex County Retirement Board.

Serves as the custodian of all municipal funds including trust funds; responsible for the deposit and investment of all funds.

Maintains tax title accounts and tax title assets; responsible for the collection and posting of all tax title payments; manages tax title foreclosures; conducts sales of land of low value.

Reports to DOR (Department of Revenue) all Treasury required SOI (Statement of Indebtedness) and cash reconciliation in conjunction with the Town Accountant.

Manages scholarship program under the guidance of Trustees such as scholarship payments, maintains disbursement spreadsheet, financial spreadsheet that relates to funds in scholarship accounts and bank accounts and interest distribution proportionately. Meets with trustees once a year to determine scholarship amounts and reviews financial records.

Responsible for the administration of payroll and employee benefits; maintenance of personnel records; submittal of quarterly federal and state payroll tax returns; yearly preparation and submittal of W-2 report and continuously monitors health insurance developments.

Maintains custody of the stabilization funds, pension reserve funds, trust funds, enterprise funds, investments and all other funds not specifically allocated to other agencies by General Law or special act.

Responsible for the closing and reconciliation of all books and accounts in the Treasurer's Office including cash book, warrants (vendor, payroll, special warrants), all bank accounts, insurance program, retirement funds and tax title accounts.

Responsible for maintaining debt management model and the debt amortization schedules; works with the Town Accountant preparing the necessary paperwork to be sent to the financial Advisor. Responsible for signing all documents along with the Board of Selectmen and ensures the bond money is deposited in the Town's bank account.

Establish and maintains a relationship with bond rating agencies; maintains the bond rating for the Town.

Manages the processing and delivery of payroll; manages the processing and delivery of all accounts payable checks.

Treasurer/Tax Collector

FLSA- Exempt

Approved by the Town Manager 5/10/18

Page 2 of 4

Administers the billing of all real estate, personal property, and motor vehicle excise taxes; maintains records of each account; oversees the issuance of demands for delinquent accounts and processes tax title property; responsible for setting correct computerized data for billing purposes.

Establishes procedures for the daily collection and posting and deposit of money collected.

Collects payments; post all real estate and personal property payments on computer; balances total receipts; makes bank deposits; prepares schedule of receipts.

Enforces the law in regard to delinquent tax accounts; prepares required forms and documents for tax takings.

Responsible for the financial budget of the Treasurer/Tax Collector's Office and supervises two full time staff (Assistant Treasurer and Assistant Tax Collector) Provides support to town departments and outside agencies.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

Associate'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 preferred, but not required
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, and budget administration. Knowledge of computer applications for accounting and financial management. Knowledge of accounting software and Microsoft Office products.

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 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 occasionally up to 20 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.)