

Position:

TREASURER/COLLECTOR

Classification:

Position Purpose:

The purposes of this position are to prepare, invoice, receive payments for and otherwise lawfully collect all taxes and other revenues due and payable to the Town; to coordinate the performance of work with the Assessors, the Accountant, the Select Board and other offices; to prepare and process for payment the Town's payroll and other lawful demands for payment upon the Town; and otherwise manage the Town's funds through investments, account reconciliations and other procedural controls. The Treasurer/Collector is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a wide variety of routine and special professional, technical and administrative and direct service responsibilities requiring an extensive knowledge of the automated and manual management of the Town's cash and bank accounts and the collection of revenues. Performs responsible duties requiring independent judgment and initiative in planning, organizing, directing and performing the work of the office of the Treasurer/Collector

Supervision Received: Works under the general direction of the Select Board, according to the statutory requirements of treasurers and collectors and best practices office procedures, communications and controls

Supervision Given: Supervises, trains and instructs assigned personnel.

Job Environment:

Work is performed under typical office conditions and includes receiving payments directly; work environment is moderately quiet with periodic and sometimes frequent interruptions from the general public, employees, officials, the telephone, and others

Requires the operation of telephones, computers, calculators, copiers, facsimile machines, and other standard office equipment

Has frequent contact with the general public, business owners, department heads, town employees, members of the Select Board, and other board and committee members; communication is frequently in person, by telephone, fax, email and standard and occasionally confidential documents

Essential Job 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.)

- Develops and implements the Town's cash management plan; records and processes receipts from all departments, boards and commission; reconciles cash monthly; opens and maintains bank accounts; prepares monthly reconciliation sheets for all receipts and disbursements; processes transfers
- Receives commitments from Board of Assessors; works with a deputy tax collector to convert automobile excise tax commitments from the State to an electronic format for use by the Town's revenue collection system; prepares and/or provides for the preparation of real, personal and excise tax and other bills; mails tax and other bills to tax and other payers
- Collects, receives, examines, verifies as to proper form and content, processes, records, posts and reconciles as appropriate all payment types, current and outstanding, to the Town for real estate and personal property taxes, motor vehicle excise taxes, trash and recycling fees, interest and penalties; prepares duplicate bills and issues receipts as needed; collects and/or works with the deputy collector to collect delinquent payments; prepares municipal lien certificates as needed
- Maintains the tax and other revenue billing and collection data bases in an accurate and current condition; maintains the Town's billing and revenue collection software applications in a current condition in coordination with the software vendor and other authorized technical resources
- Prepares vendor checks for distribution after warrants are prepared by the Accountant and approved by the Select Board; posts and distributes checks/payments
- Invests the Town's funds based on defined fiduciary principles; prepares information and application materials for long and short term borrowing; helps secure and arrange for borrowing; administers debt proceeds; determines and oversees all banking and other fiduciary institution relationships and services
- Answers in-person, telephone and written inquiries; responds to service requests from payers, banks or employees in a helpful, courteous and efficient manner; ascertains the nature of inquiries, service requests or complaints and answers appropriately
- Posts receipts, payments and lists to various computer based or hard copy ledgers, registers, journals and reports; prepares and submits appropriate reports to the Massachusetts Department of Revenue, the US Treasury Department and the Internal Revenue Service as required
- Performs all payroll related tasks such as enrolling new employees, modifying employee payroll records to assure accurate conferral of benefits and processing the payroll; prepares the Town's payroll and insures that appropriate reports are submitted to the Department of Labor regarding state and federal deductions.
- Make inquiries into and recommends revenue collection improvements

- Collates necessary information for quarterly and annual financial audits and workers compensation audits
- Prepares and administers the departmental, debt service and other budgets; submits Treasurer's/Collector's departmental bills to accountant for payment
- Reconciles various bank accounts and investments statements
- Administers, is the custodian of and brings tax titles to points of successful collection, taking and transfer

Other Job Functions:

- Interviews and recommends the selection of departmental personnel
- Assists with monitoring and analyzing the Town's operating budget in coordination with the Accountant
- Performs similar or related work as required or as the situation dictates

Errors And Omissions:

Errors in judgment or omissions could result in service delays, rework, monetary loss and potential liability

Physical and Mental Requirements:

The work is primarily of an administrative nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to move from a sitting position to a standing position and talk or listen; frequently required to use their hands and fingers for computer and paper work; occasionally required to walk, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Special Requirements:

Must have and maintain the personal integrity to obtain surety bonding. Obtaining certification as Massachusetts Municipal Treasurer and/or Tax Collector within 3 years of obtaining the position is preferred.

Knowledge, Ability and Skill:

Knowledge: Have or obtain thorough knowledge of all applicable local, state and federal laws and regulations. Have or obtain considerable knowledge of municipal/fund accounting principles and practices applicable to the Town. Have or obtain considerable knowledge of how automated data processing may be used to maintain accurate records of cash and accounts, office automation applications, and the applications related municipal/fund accounting. Have or obtain considerable knowledge of investing funds.

Ability: Ability to maintain overview of detailed and accurate records using automated data processing systems. Ability to work with a computer on a daily basis. Ability to establish and maintain effective working relationships with municipal officials, banks and others representing the Town's interests. Ability to communicate effectively verbally and in writing.

Skill: Excellent verbal and written communication skills. Aptitude for working with numbers and extensive detail. Skill in using the computerized accounting systems. Advanced bookkeeping and accounting skills.

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)

I, _____ have read, understand and agree to the requirements of this position as outlined above in this job description. Date: / /20 .