**Town of Auburn**

Position Title: **Treasurer/Collector**

The **Treasurer/Collector** shall head the Treasury/Collections Division and shall be appointed by, and shall serve at the pleasure of, the Town Manager.

Duties and Responsibilities of the Treasurer/Collector:

The Treasurer/Collector shall have the duties and responsibilities enumerated in the Town of Auburn Charter Re-Organization Plan of 2011 Chapter 5, Finance Department Section 6 “Duties and Responsibilities of Division Heads”.

The Treasurer/Collector shall also have the following duties and responsibilities:

(1) perform all duties prescribed by chapter 41 of the General Laws;

(2) maintain an account of all receipts and disbursements for and on behalf of the Town and to conform the same as nearly as may be possible with accounts kept by the Town Accountant;

(3) have custody of, and keep a registry thereof, all official bonds, notes, scrip and other certificates of indebtedness, together with coupons issued by the Town after they have been paid, except for the fidelity bonds of the Town Treasurer and any assistant treasurer, which shall be kept by the Town Accountant;

(4) render to the Town Manager regularly a detailed statement of all receipts and disbursements;

(5) negotiate under the direction of the Town Manager all loans authorized by the Town;

(6) collect and receive all money due to the Town on all accounts and other demands against persons indebted to the Town and disburse all sums owed by the Town, except as otherwise provided by law or Town by-law;

(7) collect and administer the laws regarding the payment of fines for parking violations and for civil and criminal violations of Town by-laws enforced through the non-criminal disposition process;

(8) keep and safeguard all books and records of the Division;

(9) deliver to the successor all books, papers, documents and property of the Division.

(10) perform related duties as assigned by the Chief Financial Officer.

**Qualifications**

Education and Experience:

Bachelor’s degree in business administration, accounting, finance or public administration. Three to five years of administrative experience in business, finance or related activities; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Thorough knowledge of state statutes and procedures applicable to the collection of taxes and the expenditure and investment of municipal funds. Ability to deal with the public in a diplomatic and efficient manner. Ability to maintain accurate records and prepare detailed financial reports. Ability to prepare and manage budgets. Ability to establish and maintain effective working relationships with colleagues, members of the banking and real estate community and governmental representatives.

*(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.)*