

**Position Purpose:**

Performs responsible skilled bookkeeping and data entry work, including the processing of the Town payrolls and the maintenance of detailed financial records. Responsible to maintain payroll system and entering a bi-weekly payroll. Conduct orientation for new employees; explain payroll and benefits. Performs the functions and duties of the Treasurer/Collector in the event of their temporary absences. Performs all other related work as required.

**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.)*

- Responsible for the administration and maintenance of the Town's payroll system and processes the bi-weekly payroll.
- Conducts orientations for new employees; explains payroll, health insurance, retirement system, and related benefits as contained in the Town's Personnel By-Law, the Town's employment agreements, and collective bargaining contracts.
- Responsible for the tracking of employee leave accruals and the preparation of related reports.
- Processes all changes to the Town's payroll database and answers any questions pertaining to the payroll system.
- Assists the Town Collector in the collection of town tax payments, water bills, and tax title payments as well as department receipts. Helps in preparing deposits for bank and enters the information into accounting system.
- Assists in answering telephone calls and in-person visits.
- Assists in the preparation of official documents such as department activity reports and state agency reports to ensure accuracy and compliance with local and state laws and policies.
- Maintains detailed and accurate records pertaining to the operation of the department; may post various department accounts according to standard office procedures; performs basic arithmetic computations to maintain record of fees collected.
- Prepares and submits written reports to supervisor as required.
- Ensures compliance with all state, federal, municipal and local laws, regulations, and rules pertaining to activities and workflow of Treasurer/Collectors department.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

Associate's Degree in business, public administration or related field preferred; three years of business experience; municipal experience preferred; or an equivalent combination of education and experience. The employee must be able to be bonded.

**Knowledge, Ability and Skill:**

*Knowledge:* Working knowledge of office procedures and practices; some knowledge of state regulations and state laws and Town bylaws pertaining to the office of the Town Treasurer/Collector. Thorough knowledge of office billing practices and procedures. Thorough knowledge of office terminology, procedures and equipment. Working knowledge of applicable office and financial software. Knowledge of municipal accounting and bookkeeping procedures.

*Ability:* Ability to interact in a positive and effective manner with employees and the public. Ability to communicate effectively, orally and in writing. Ability to use a personal computer and related software.

Ability to maintain detailed and accurate records and to execute oral and written instructions in a precise manner.

*Skill:* This position requires excellent skill and accuracy in working with numbers and detail; interpersonal skills; supervisory skills and proficient computer skills, including spreadsheets and financial applications including Microsoft Office. Excellent organizational and multi-task skills.

**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.*

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may seldom lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs responsible duties of a complex nature which require considerable independent judgment and initiative.

*Supervision Received:* Works under the general direction of the Treasurer/Collector, in accordance with applicable Massachusetts General Laws, town policies, and relevant state, federal and local regulations and standards.

*Supervision Given:* Supervises clerical staff as needed.

**Job Environment:**

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates computer, calculator, telephones, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; frequent contact with town departments and employees, the general public, vendors; contacts generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to department confidential information.
- Errors could result in monetary loss and/or have legal repercussions.

*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.*

***Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer***