

**Position Purpose:**

Performs responsible supervisory, administrative and professional work, responsible for the receipt, expenditure and custody of municipal funds, the borrowing and investment of money, the custody of tax title properties, the collection and disbursement of all monies due to the town, in accordance with applicable provisions of the Massachusetts General Laws. 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.)*

- Invests town funds to insure safety, liquidity, and maximum return.
- Receives, provides receipt, and deposits all monies turned over from town departments.
- Processes all accounts payable checks for distribution.
- Maintains and reconciles over 40 bank accounts.
- Prepares monthly cash receipts, disbursements, and reconciliation reports for the Finance Director/Town Accountant.
- Acts as custodian of performance bonds, etc. required by town departments, boards and commissions.
- Responsible for weekly cash management to insure funds are available to meet town payroll, vendor, county assessment and debt service obligations.
- Works in conjunction with Town Fiscal Advisor, bond rating agencies, bond council, state emergency finance board, and Department of Revenue, to issue debt authorized at Town Meeting.
- Maintains town's A I with Positive Outlook Bond Rating.
- Works in conjunction with town's tax title attorney and assistant treasurer to maintain the town's tax title accounts, negotiate payment arrangements and proceeds with foreclosures when necessary.
- Submits Town Meeting warrant borrowing articles to the Fiscal Advisor for review by the Bond Counsel to insure proper legal language.
- Assigns delinquent tax accounts to the Deputy Collector for collection.
- Collects replacement funds and fees for returned checks.
- Supervises employees provides training, work assignments and prepares annual employee performance evaluations.
- When appointed by Select Board, acts as Tax Title Custodian to facilitate an auction for the sale of Town-owned properties.
- Prepares quarterly Department of Revenue reports; assists the Fiscal Advisor in the preparation for Continuing Disclosure requirements and Official Statements.
- Sets policies regarding cash management.
- Answers inquiries from taxpayers, bankers, boards and other town departments regarding financial policies, procedures, and department operations.
- Assists in the preparation of the annual departmental budget and monitors office expenditures.
- Provides information for the annual audit.
- Supervises the issuance of all tax bills (real estate, motor vehicle, personal property, and betterments).
- Supervises the collection of all tax bills.
- Oversees the reconciliation of all tax receivables with the Accounting Department.
- Opens new Town bank accounts as necessary, to address town and individual department needs.
- Works with the Assistant Collector to process tax refunds.
- Goes to Land Court and Registry of Deeds to deliver recordings for research purposes.

- Works with software vendor on upgrades to improve efficiency of the customized collection software.
- Attends professional meetings, workshops, and seminars to keep current of legislative changes on regulations affecting department functions or to improve services.
- Performs similar or related work as required, directed or as situation dictates.

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

Bachelor's Degree in Finance, Accounting, or related field; three to five years of experience in municipal finance, business, or financial management; or an equivalent combination of education and experience. Certified as a Massachusetts Treasurer and Collector or in process of Certification. Ability to become bonded.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the methods and procedures of municipal collection and treasury management; thorough knowledge of fiscal planning; knowledge of accounting, including automated accounting systems, municipal finance and taxation; knowledge of budget development and administration, including fund accounting, familiarity with departmental operations and procedures, town bylaws and relevant federal, state and local regulations

*Ability:* Ability to establish and maintain effective working relationships with town officials, members of the banking community and governmental representatives; ability to analyze financial information, make forecasts and identify trends; ability to prepare detailed financial reports; ability to maintain accurate records and the ability to work independently. Ability to manage several projects at one time.

*Skill:* Excellent verbal and written communication skills, proficient computer skills and various software applications to include Microsoft Office and SoftRight. Aptitude for working with numbers and details. Good organizational skills. Excellent customer service and interpersonal 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 highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning, administration and execution of the department's services, following procedures which are generally defined by precedent or established guidelines, but require the exercise of judgment and initiative.

*Supervision Received:* Works under the administrative direction of the Town Administrator, in accordance with departmental policies and procedures.

*Supervision Given:* Supervises two full-time employees.

**Job Environment:**

- Work is performed under typical office conditions and work environment is moderately noisy.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with town departments, taxpayers, bank representatives and vendors, and consist of an information exchange dialogue, discussing routine and complex issues.
- Has access to some department-related confidential information including town payroll, personnel and tax records.
- Errors could result in delays or loss of services and monetary loss or 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.*