TOWN OF HARWICH ADMINISTRATION

JOB POSTINGS

Union: SEIU

Position: Treasurer/Collector

Eligibility: All Town Employees

Hours: 35 hours/week (Mon-Friday, occasional weekends, evenings)

Pay Grade: M4

Pay Range: $88,055.86-109,838.21 per year

**Definition**

Performs professional financial, administrative, and management work directing the collection of monies due the town, the professional management and distribution of said monies and serving as the custodian of the Town’s funds, while carrying out these fiscal functions of the Town in accordance with applicable Mass. General Laws, Town Charter and By-laws, and Town Policies and Procedures; all other related work as required.

**Essential Functions**

Responsible for the management of all monies received and disbursed by the Town, including receiving, depositing, expending and accounting for said monies, transferring funds, making deposits and reconciling statements, verifying the correct reporting of all revenues, assuring proper investment and borrowing procedures, such as the timely investment of all funds, the preparation of disclosure documents for rating agencies, the continuous evaluation of yields for investments and the planning, negotiating, implementation, issuance and assumption of obligation of long and short-term borrowing by the Town and assuring adequate funds availability to meet obligations such as payroll, and bill, bond and note payments.

Maintains custody of stabilization, pension, trust and all other funds of the Town not specifically allocated to other agencies/agents. Initiates legal procedures when receivables are overdue and serves as custodian for tax title and foreclosure accounts, overseeing tax title proceedings including receipt of payments, discharge of tax titles, and foreclosure sales and auctions.

Responsible for the collection of all real estate, personal property, utility and excise taxes, and other municipal fees, revenues, etc. as well as the balance of all accounts receivable and invoices. Manages billing; preparing and printing of the bills, demands, warrants, etc.; plans real estate tax, excise and utility billings to ensure statutory deadlines are met and control of work flow; generates commitment books and lien processing for property taxes; schedules land processes, motor vehicle excise commitment and billing; tracks excise and ensures timely movement through collection process.

Oversees the timely and accurate payment of all vendor, payroll and debt service warrants, checking the accounts payable transactions, vendor invoices and authorizations, preparing and distributing vendor payments, and managing the payroll process and benefits coordination, including the input of salary and benefit information.

Serves as applications specialist and liaison with computer systems providers. Provides expertise and assistance in using computer systems report writing capabilities. Maintains efficient, effective functions of financial computer systems operations, integrating the sometimes distinct systems and developing better, more accurate and expedient methods of operations assimilating the functions, techniques and structure of the operating systems. Maintains Treasurer/Collector website.

Authorizes vouchers for the payment of refunds, deputy and agency fees and vendor invoices. Manages vendor relationships with the lockbox bank, the deputy collector, collection agents, payment and tax services.

Assists with the preparation and completion of year end audit, schedules preparatory work of the town’s books and records in order to ensure prompt and efficient collection of data for the auditors.

Assists in all other functions of the Finance operations. Performs similar or related duties as required, or as situation dictates.

**Education and experience**

Bachelor Degree in business, finance, accounting, or a related field; six to eight years of experience in municipal finance and taxation, banking, business or financial management; or an equivalent combination of education and experience.

**Knowledge, ability and skill**

Thorough knowledge of municipal accounting and financial systems; familiarity with departmental operations and procedures, town bylaws and relevant federal, state and local regulations.

Ability to establish and maintain effective employee and public relations; ability to prepare accurate financial reports and records; ability to communicate effectively in written and oral form.

Mathematical skills; problem-solving skills; accounting and bookkeeping skills; skill in computers and software applications; interpersonal skills.

**Full Job description attached.**

TO APPLY, PLEASE PROVIDE COVERLETTER, TOWN EMPLOYMENT APPLICATION AND RESUME TO THE ASSISTANT TOWN ADMINISTRATOR’S OFFICE. APPLICATIONS ARE AVAILABLE ON THE TOWN WEBSITE OR IN THE ADMINISTRATION OFFICE.