**TREASURER/ COLLECTOR**

**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 Duties and Responsibilities**

*The essential functions or duties listed below are illustrations of the type of work 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 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 sale of transfer station access and beach sticker sales including the hiring of staff and reconciliation of daily receipts. Responsible for tracking parking tickets and collection of payments.

Prepares/verifies department schedules and reports of monies collected including monthly and ad hoc reports, abatements and refunds given; reviews all municipal lien certificates, betterment discharges and releases and other tax collection forms and schedules prepared by staff for accuracy and completeness.

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, the computation of payroll deductions and processing of related payments for health and life insurance, retirement, withholding taxes, deferred compensation, etc., the signing, distribution, stop payment and re-issuance of checks, the preparation of related town, agency, state and federal reports and the research and resolution of questions or conflicts relative to vendor, debt services, payroll and benefits issues. Compiles and maintains all relevant records and reports of warrant items as well as quarterly and annual regulatory reporting to state and federal agencies.

Manages and/or delegates the daily office functions, planning, and coordinating work operations to meet schedules deadlines and priorities and altering these activities to meet changes in workload or availability of staff. Responsible for employee performance appraisal and provides recommendations for all department personnel actions such as hiring, disciplinary action, promotion, etc.

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.

Acts as a member of the Town’s finance team participating in the research, compilation, and presentation of immediate and long-range plans, capital and operational budget development, trend forecasting, debt service plan development, and over-all financial planning and recommendations. Serves as Town representative, or substitute representative in bank or debt discussion and negotiations, and on state, regional or local boards, committees or commissions as assigned or needed.

Answers questions from other departments, the public and other agencies or organizations, in person , by telephone and other media, providing information and making referrals to other offices and agencies as appropriate; explains collection and fund allocation procedures and regulations; assists taxpayers in understanding tax bills and Town finance related documents; explains departmental procedures. Researches questions and investigates complaints and resolves them within a reasonable period of time.

Responds appropriately to matters not requiring the personal attention of the Finance Director, confers with the Finance Director, Town Administrator and other agents of the Town, in difficult cases or in cases requiring complicated or legal interpretation of the law. Composes and reviews routine and assigned correspondence.

Responsible for the daily reconciliation of collections, posting of electronic payments from several sources, prepares cash reconciliation sheet and forwards to Accounting Department.

Makes and documents adjustments to accounts, second-meter credits and returned checks, posting authorized abatements. Creates, maintains, and updates forms, spreadsheets and data bases using available computer systems.

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.

Maintains up to date knowledge in field of finance and Massachusetts financial laws and their applications through continuing education; assists Finance Director in up-grading town’s finance and collection systems, applications and operations; brings forward options for potential improvements in content and methods of operations.

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

**Supervision**

Works under the administrative direction of the Finance Director, in accordance with applicable Massachusetts General Laws, municipal policies and objectives and professional standards; assumes direct accountability for departmental results; duties require considerable independent judgment and initiative in the planning, administration and execution of the department's services and the interpretation and application of laws, regulations and procedures.

**Supervisory Responsibilities**

Supervises three full-time employees and numerous part time seasonal employees.

**Work Environment**

Work is performed in office conditions; work is generally performed during normal business hours; volume of activity fluctuates according to billing cycles; attendance at evening meetings is required.

The employee operates standard office equipment.

Performance of duties requires frequent contact with other town departments and taxpayers.

The employee has access to department-related confidential information, including personal information about employees and taxpayers.

Errors in judgment could result in delay or loss of service, monetary loss and legal repercussions.

**Recommended Minimum Qualifications**

**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.

**Physical Requirements**

Minimal physical effort is generally required to perform duties; the employee is required to stand, walk, sit, speak and hear, use hands to operate equipment and lift office supplies and equipment. Vision requirements include the ability to read and analyze documents and use a computer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*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.*