



Towns of Pepperell and Dunstable Treasurer/Collector Job Description



Job Title: Treasurer/Collector
Supervisor: Town Administrators
Hours Worked:

Department: Finance
Salary: Contract
FLSA Status:

TREASURER/COLLECTOR

Position Purpose:

The purpose of this position is to provide administrative and supervisory work in the collection of all monies due the towns of Pepperell and Dunstable and in the receipt, expenditure, investment, and custody of municipal funds, the borrowing of money, and the custody of tax title properties. This role is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the control of this position; performs all other works as required. The position will have office space and hours in each town proportionate to the needs of each.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions in accordance with state statutes and local bylaws.

Supervision Received: Reports to the Town Administrators in both communities, and acts in conformance with applicable provisions of the local bylaws, Massachusetts General Laws, and federal laws.

Supervision Given: Has direct supervisory responsibility for two full-time employees in Pepperell and one part-time employee in Dunstable.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy. Employee must be able to perform duties while being frequently interrupted during the day.

Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Makes frequent contact with members of the banking community, government regulatory agencies, attorneys, vendors, all municipal department heads, and the general public; communicates in person, by telephone and via standard reports. Contacts require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-level and Towns-wide confidential information; the application of appropriate judgement, discretion and professional office protocols is required.

Errors could result in loss of funds, significant confusion and delay, loss of department services, and have Towns-wide financial repercussions; errors could cause exposure for the Towns of Pepperell and Dunstable to certain legal liabilities.

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.)

Receives all funds; makes deposits and reconciles statements; invests and transfers funds; pays bills, employee payroll, on warrants approved by the Board of Selectmen.

Responsible for cash management, monitoring cash levels and arranging temporary borrowing of funds as necessary. Pays interest and maturing debt. Prepares all papers for bond issue.

Provides information to rating services for bond ratings; signs bonds, notes and other papers of credit for the Towns. Prepares annual full disclosure statement for the financial community.

Invests funds. Maintains custody of securities for trust funds. Collects and accounts for income from investments in fund portfolios. Maintains custody of escrow accounts.

Oversees tax title proceedings, including receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto. Performs tasks related to Land Court foreclosures.

In conjunction with the payroll office in each town, maintains records of employee deductions; processes payroll and maintains payroll records, processes applications of new employees with regard to the County Retirements Systems, health and life insurance. Provides quarterly reports of taxes withheld and monthly reports for retirement and health. Processes unemployment claims.

Supervises and processes the billing and collection of real estate, personal property, and excise taxes, betterments, liens and other municipal fees and charges; maintains associated records. Reconciles commitment books with Accountant's records. Oversees, administers, and maintains the in-house computerized billing and collection system.

Enforces the law in regard to delinquent tax accounts. Prepares required forms and documents for tax takings. Computes interest on overdue accounts. Posts abatements.

Answers inquiries from banks and attorneys regarding tax and lien payments and from taxpayers regarding bills due to each town.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in accounting, finance, business administration, business management or related field; five years of experience in accounting, banking, and/or general finance or three years experience in municipal finance; or any equivalent combination of education and experience. Ability to be bonded. Certification as a Collector and Treasurer by the Massachusetts Collector/Treasurer Association desired.

Knowledge, Ability and Skill:

Knowledge: Complete working knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance. Thorough knowledge of computer applications for accounting and financial management. Comprehensive knowledge of GAAP and the UMAS. Knowledge of the investment market.

Ability: Ability to establish and maintain effective and harmonious working relationships with Towns officials and departments, members of the banking community, state agencies and the general public. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex financial record keeping systems. Must be able to pay attention to detail and accuracy with complete integrity. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to prepare and administer budgets and to prepare financial reports. Ability to operate standard office equipment.

Skill: Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent organizational skills. Skill in all of the above listed tools and equipment.

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.)

Employee is frequently required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in physically picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 30 pounds such as files, books, supplies, etc. Employee must possess the ability to operate a keyboard at a moderate speed. Vision and hearing at or correctable to normal ranges.

(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.)

Equal Employment Opportunity (EEO) Employer

The Town of Pepperell provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Pepperell expressly prohibits any form of workplace harassment based on race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Pepperell's employees to perform their job duties may result in discipline up to and including discharge