



# Treasurer/Collector

Town of Boxborough, MA

## Position Purpose

The purpose of this position is to provide administrative and technical work involving the receipt of money and the collection of all taxes due to the Town; to administer the receipt, recording, expenditure, and custody of municipal funds; to oversee the borrowing and investment of funds and to operate the municipal payroll and perform all other related work as required.

## Supervision Scope:

Performs a variety of highly responsible duties of a complex nature which require considerable judgement and initiative; performs a variety of responsible functions in accordance with state statutes and local bylaws.

## Supervision Received:

Works under the general supervision of the Select Board and Town Administrator for administration matters, but is allowed latitude in carrying out the fiscal functions in accordance with applicable federal regulations, Massachusetts General Laws (MGL), and Town bylaws and policies. Employee generally establishes own work plan and completes work in accordance with established departmental policies and standards.

## Supervision Given:

Supervises all departmental employees, assigns tasks, provides direction and guidance and evaluates performance.

## Job Environment

Work is performed under typical office conditions.

## Distinguishing Characteristics

Frequent contacts with the public, banks, mortgage companies, attorneys, closing companies, tax services, vendors, homeowners, Town Counsel, and town departments. Most contacts require an information exchange dialogue and are in person, by phone, or through written correspondence.

Has access to confidential information pertaining to taxpayers which requires the application of appropriate judgement, discretion, and professional protocols.

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Errors could result in delay and confusion, loss of department services, and have significant legal and/or financial repercussions.

### Examples of Work

Custodian of all money, including trust funds, belonging to the Town. Responsible for collecting, depositing, recording, and investing such funds. Prepares cash reports for internal and government reporting. Supervises staff members who assist in this process.

Manages cash flow, investing surplus cash within the legal limits.

Pays all financial obligations of the Town for employee payroll, accounts payable, and debt obligations. Manages the preparation and distribution of all state and federal reports to employees and government agencies (e.g., W-2, 1099).

Monitors bond rating.

Prepares all debt borrowings as authorized by the Town, including issuance of notes/bonds, disclosure budgeting requirements for debt service record keeping, reporting obligations on a local and higher level.

Manages the billing and tax collection of all funds due to the Town.

Establishes procedures for payment of delinquent taxes and uncollectable funds owed to the Town.

Initiates collection action on delinquent accounts. Prepares and collects on tax liens and pursues foreclosures through the Mass Land Court. Also pursues collections on various additional levies through District Court as the case may deem.

Meets and speaks with taxpayers, the general public, municipal or other business associates to provide answers, address complaints, requests, errors, or other job-related issues. Responds in writing as necessary.

Administers employee retirement and benefit programs, including enrollments, monthly account maintenance/balancing, federal and state reporting requirements, and other duties.

Manages payroll. Ensures that employees are properly enrolled in the system; maintains earnings records and records for accrued and used leave time (e.g., sick, vacation, personal, holiday, bereavement, and jury duty time) for all employees.

Develops office budget and assists other government officials in preparing Town-wide budget. Oversees and assists with preparing annual Town Reports for all office activities.

Orders general office supplies, tax billing supplies, and other necessities for office operations.

Procures and initiates new technology for office operations such as online payment systems, e-billing, and other applications to improve office functions and customer interaction.

Maintains compliance with new federal and state mandates such as GASB reporting, OPEB compliance and investments, and Health Care Reform at the state and federal level.

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

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## Recommended Minimum Qualifications

### Education, Training, and Experience:

Bachelor's degree in accounting, finance, business administration, or related field; a minimum of five years of experience in a municipal supervisory position; municipal cash management experience preferred or any equivalent combination of education and experience.

### Special Requirements:

Massachusetts certification as Treasurer (CMMT) within two years of employment. Tax Collector certification desired. Ability to become bonded. Massachusetts Class D Driver's License.

### Knowledge, Ability, and Skills:

*Knowledge:* Thorough knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods, and procedures of municipal finance. Broad knowledge of MGL as it relates to municipal finance and budget administration. Maintains knowledge of Town bylaws, policies, and procedures. Knowledge of computer applications for accounting and financial management. Comprehensive knowledge of GAAP and the UMAS. Knowledge of accounting software and Microsoft Office products.

*Ability:* Ability to establish and maintain effective and harmonious working relationships with Town 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 manage and prioritize multiple tasks in a detailed and organized manner. Ability to prepare accurate financial reports and records.

*Skills:* Effective leadership skills, diplomacy, and tact in dealing with the public. Proficient written and oral communication skills and administrative skills. Skill in computers and appropriate software applications. Skill in working with numbers and details. Organizational skills.

### Physical Requirements:

Frequently required to sit, talk, and listen for extended periods of time. Frequently required to handle or feel objects, tools, or controls. Occasionally required to walk, stand, bend/stoop, reach and carry/lift (normally no more than 25 pounds).

Requires the ability to operate a motor vehicle to visit town departments located outside of Town Hall and banks.

*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.*

*The duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.*

Position description received by: \_\_\_\_\_ Date: \_\_\_\_\_

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