

Town Treasurer/Collector

The Town of Millville (population 3,200), seeks candidates for Treasurer/Collector to manage the town's Treasury Department working under the direction of the Town Administrator. The Treasurer/Collector is a key member of the town's financial team and is responsible for the efficient administration of the Treasurer/Collector's office.

This position has oversight for an Assistant Treasurer/Collector and manages all town collections and revenues, investments, and disbursal of funds for town obligations. The Treasurer/Collector is responsible for the development of cash management procedures, monitoring receipts and maintaining internal financial control procedures including the reconciliation of all town funds, receivables, trust funds and state/federal grants.

The Treasurer/Collector also serves as the Town's HR and Benefits Administrator.

A full job description may be found on the attached.

The successful candidate is expected to interact with the public; work independently and proactively; have strong communication, organizational, and interpersonal skills; proficiency in word processing and spreadsheets; and have ability to manage and juggle multiple time and task demands.

A bachelor's degree in accounting, finance, business management or related field, five years of experience in accounting, banking and/or general finance or three years of experience in municipal finance; or an equivalent combination of education and experience and ability to be bonded, are required. Certification as a Collector and Treasurer by the Massachusetts Collector/Treasurers' Association desired.

The salary range is \$38,000 – \$50,000 for 34 hours per week per Town Bylaws dependent on qualifications and experience and includes health and retirement plan participation. Millville is an equal opportunity employer.

Please send cover letter and resume including experience and education to: Town Administrator at townadmin@millvillema.org. No calls please. We will only contact those of interest whose experience demonstrates potential suitability. Position availability commences November 1, 2021 and will remain open until filled.

TOWN OF MILLVILLE
JOB DESCRIPTION

TREASURER/COLLECTOR

Primary Purpose

Responsible for Town funds and administration of financial obligations and revenues of the Town; responsible for tax title administration; responsible for the collection of real estate, excise, personal property, and municipal lien payments; other related work, as required.

Essential Duties and Responsibilities

The essential functions or duties listed below are illustrations of the type of work that is 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 receiving, disbursing and, investing all money received by the town; prepares cash reconciliations and submits reports to the Massachusetts Department of Revenue Director of Accounts; reconciles bank statements and provides detail to the accountant and auditor.

Serves as the benefits coordinator or administrator relating to health, dental and life insurance, short-term disability, union dues, retirement system, state and federal withholding and related matters; may assist with employee and retiree claims problems; receives retiree's share of insurance premiums.

Monitors and resolves tax title and land court accounts; negotiates legal agreements; responsible for preparation of documents required to petition for foreclosure; conducts auctions and coordinates activities with the tax title attorney.

Receives bids for permanent and temporary borrowing; monitors cash flow; prepares necessary documents and notes and maintains records; determines schedule and term of borrowing.

Invests funds to ensure maximum yield on investments while maintaining adequate availability of cash. Responsible for coordinating the billing and collection of funds owed to the town; processes and mails real estate, excise, personal property and water/sewer bills and demand notices.

Responsible for coordinating the billing and collection of funds owed to the town; processes and mails real estate, excise, personal property and demand notices.

Oversees the maintenance of the town's collection systems to comply with legal requirements and provide sufficient detailed information of the town's resources; reconciles accounts.

Receives payments at the counter; provides assistance to taxpayers pertaining to tax procedures and bills; conducts research to provide information; resolves problems with taxpayers.

Processes municipal lien certificates; obtains information and provides assistance and information to attorneys; records and prepares instruments of taking; places legal advertisements and prepares documentation.

Responds to requests for information from taxpayers, attorneys, mortgage companies and banks.

Coordinates activities with town departments to facilitate collection of revenue.

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

Supervision

Serves as an appointed official, in conformance with applicable provisions of the Massachusetts General Laws and relevant municipal policies, and is accountable to the town voters; statutory duties and responsibilities are defined by applicable town, state and federal laws.

Supervisory Responsibilities

Supervises the Assistant Collector, Payroll Clerk AND Deputy Collector in accordance with applicable Massachusetts General Laws, Town Policies and Procedures, Town By-laws, and relevant state, federal, and local regulations and standards.

Work Environment

Most work is performed in office conditions; the nature and volume of work are subject to fluctuations such as tax billing cycles and calendar and fiscal year-ends, Town Meeting and reporting deadlines; regular schedule includes one evening per week; additional hours are required to meet deadlines.

The employee operates standard office equipment.

The employee has ongoing contact with taxpayers, town departments and committees, banking institutions, and attorneys.

The employee has access to personnel records, bid documents, criminal investigations, legal proceedings and other confidential information.

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

Recommended Minimum Qualifications

Education and Experience

As an appointed official, requirements are established by statute. Preferred requirements include a Bachelor's Degree in finance, accounting or a related field and/or certification as a municipal treasurer/collector; three years of responsible experience in business, municipal or financial management; experience in municipal cash management preferred; or an equivalent combination of education and experience.

Additional Requirement

Continuing education to be certified or to maintain certification. Must be bondable.

Knowledge, Ability and Skill

Thorough knowledge of the principles and practices of cash management and municipal finance; knowledge of cash flow projections, borrowing, financial analysis and reporting; familiarity with Massachusetts tax laws; working knowledge of computer applications for financial management. Knowledge of the methods and procedures of municipal collection and accounting.

Ability to establish and maintain effective working relationships with town officials, members of the banking community, and governmental representatives; ability to deal with the public in a diplomatic and effective manner; ability to communicate effectively in oral and written form; ability to prepare detailed financial reports; ability to maintain accurate records; ability to prepare and manage budgets.

Ability to work independently and prioritize tasks; ability to prepare accurate financial reports and records; ability to communicate effectively in written and oral form.

Computer skills, including financial software applications; accounting skills; organizational skills.

Physical Requirements

Minimal physical effort is generally required to perform administrative duties; the employee is frequently required to stand, walk, sit, speak and hear, use hands to operate equipment. Vision requirements include the ability to read and analyze documents, use a computer.

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.

8/1/07