



TOWN OF NORTHBOROUGH

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EMPLOYMENT OPPORTUNITY TREASURER/COLLECTOR AUGUST 23, 2021

The Town of Northborough, MA seeks qualified and experienced applicants for the position of Treasurer/Collector. Reporting to the Finance Director, this position is responsible for cash and debt management and the collection of all Town revenue including real estate, personal property and excise taxes; water and sewer betterment assessments; and all municipal fees, charges, bills, and revenues committed to the Office of the Treasurer-Collector. Oversees tax title proceedings, resolves tax issues and administers trust funds. Plans, schedules, implements, and manages tax and utility billings, demands, and warrants and lien processing; oversees administration of payroll and benefits. Responsible for the reconciliation of bank statements, cash balances, receivables, short- and long-term investments. Assists with the year-end audit.

Qualified candidates will have extensive knowledge of Massachusetts municipal finance laws, with a thorough understanding of Department of Revenue regulations, applicable state, and federal laws relative to municipal borrowing and investments. Position requires a bachelor's degree in accounting, finance, or related field and at least five years of progressively responsible work experience in a municipal finance setting, at least three years of which are in a supervisory capacity, or any combination of education and experience needed to fulfil the duties of the position; experience with MUNIS preferred. Candidates possessing certification from the Massachusetts Collectors and Treasurers Association preferred; candidates must obtain certification within three years hire. Must qualify for bonding. Position serves as a key member of the Town's Financial Team and is involved in all aspects of the municipal budget process.

This is a full-time (40 hours/week) position. Salary range is \$80,551.05-\$104,716.38, plus benefits. Interested applicants should submit a cover letter, resume, and three professional references to: Town Administrator, 63 Main Street, Northborough, MA 01532 or to: townadmin@town.northborough.ma.us in a single PDF with the subject line: "Northborough Treasurer/Collector Application". First review of applicants to occur on September 10, 2021. Position open until filled. AA/EOE.