

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Treasurer/Tax Collector	DATE:	March 2005
DEPARTMENT:	Treasurer/Tax Collector	GRADE:	G
REPORTS TO:	Town Administrator		

SUMMARY

Responsible for the effective administration, implementation and sound financial management of Town finances, including collection, disbursement, budgeting, investment and borrowing of public funds.

ESSENTIAL FUNCTIONS

Administer Treasurer/Collector's department by directing collection and billing, payroll and benefits administration, municipal investments and borrowing, and preparing reports.

Respond to inquiries from general public, businesses, and regulatory agencies; respond to taxpayer requests on the calculation of tax bills, payment schedules and other matters relating to municipal collections.

Develop, manage, and monitor the annual operating budget and capital improvement plan for the Department.

Participate as a member of the Town's financial team to develop, modify, and/or review financial policies and procedures.

Assist Town Administrator in the development and management of the Town's annual operating budget and capital improvement plan.

Reconcile and account for activity of all Town funds; responsible for receipt and maintenance of Town funds (fees, permits, licenses); make bank deposits and reconcile monthly bank statements, accounts and cash on hand; transfer funds between accounts; invest town funds; pay Town-incurred obligations; maintain tax title accounts.

Responsible for cash management, including monitoring cash levels, structuring short/long term debt, paying interest and mature debt.

Prepare reports as required by State regulations; assist with annual audit; responsible for trust funds, scholarship funds and federal and state tax forms.

Responsible for duties related to the collection of Town receivables, including billing and collection of real estate, personal property, motor vehicle, business and farm animal taxes; recordkeeping and reporting; and transmitting funds.

Prepare demand notices and warrants; conduct follow-up on outstanding accounts; prepare lien certificates; conduct foreclosure actions, if necessary.

Serve as Bond Registrar.

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MANAGEMENT RESPONSIBILITIES

Supervises less than 5 employees in such position titles as Assistant Treasurer/Collector, Assistant Tax Collector, Assistant Treasurer, and Financial Assistant. Supervisory activities include responsibility for performance management, hiring, conducting employee orientation, scheduling work hours/granting time off, providing training and development, assigning/reviewing work, rewarding/disciplining staff, and managing employee compensation.

SECONDARY RESPONSIBILITIES

- Through the Assistant Treasurer/Collector manage payroll administration for Town employees, deferred compensation, benefits plan enrollment and administration, retirement plan payments and update related personnel records.
- Monitor and reports bankruptcy filings
- Serve as parking clerk; monitor payment, issue notices and act as hearing officer; maintain records.

Performs other position-related duties, as assigned.

QUALIFICATIONS

Minimum Training and Experience

Requires a Bachelor's degree in accounting and 5 to 7 years experience in accounting, auditing, banking or general finance, which includes 3 years experience in municipal treasury and collection, and supervision; or any equivalent combination of education and experience. A Master's degree in accounting and certification as a MA Municipal Treasurer and MA Municipal Collector certification, preferred.

Minimum Knowledge, Skills and Abilities

Requires thorough knowledge of legal controls, methods and procedures of municipal finance. Knowledge of the investment markets. Ability to be bonded. Working knowledge of word processing, spreadsheets, databases and automated financial applications.

Requires knowledge of municipal finances in order to prepare and manage budgets.

Effective customer service and communication skills are required to address a wide-ranging public audience. Contacts require courtesy, tact and diplomacy to resolve issues. Requires handling highly sensitive financial information that is confidential.

Requires the ability to build a positive team environment, manage and motivate staff. Familiarity with personnel practices. Requires excellent planning, time management and organization skills.

Knowledge Proficiency

In order to be considered proficient in the position, the employee must demonstrate:

- solid understanding of MA General Laws, MA Municipal Finance Laws and Town by-laws as they pertain to taxation, collection, bankruptcy, assessment, benefits and compensation, personal privacy issues, electronic information access, etc.
- proficiency in the department's specific software applications and databases,
- basic knowledge of the functions and operations of Town departments, with specific knowledge of the water and sewer department, treasury, personnel, collections, assessors office, family and youth services, and school department.

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Tools and Equipment Used

The employee is required to use a personal computer and general office equipment (e.g., telephone, calculator, adding machine, copier, facsimile, etc.).

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. The employee must occasionally lift and/or move up to 10 pounds.

Good vision is required to review numbers and text for general understanding and analytical purposes. Requires manual dexterity and hand-eye coordination for keyboarding and data entry.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. Work is performed in an office setting with public traffic.