

TREASURER / COLLECTOR

SUMMARY

The Treasurer / Collector is responsible for the overall administration, management, and operations of two municipal finance divisions, the Office of the Collector and Office of the Treasurer.

Responsible for the collection, processing, record keeping, and enforcement of all municipal taxes and user charges including real estate, personal property and motor vehicle excise taxes, various license fees, water and sewer bills, parking tickets and other municipal receivables.

Responsible for the receipt, recording, custody, management, and disbursement of all municipal funds; and for the borrowing, investing and management of funds; including planning, issuance, and management of all municipal indebtedness both short term and long term and tax title accounts.

Responsible for the management of health insurance and other employee benefit programs.

Maintains parking ticket collection program.

LEVEL OF RESPONSIBILITY

Reports directly to the Town Manager; functions independently within the statutory and regulatory requirements of federal and state laws as well as applicable local by-laws.

Errors could result in financial loss, delay and confusion, cause adverse public relations, and have legal repercussions.

Supervises two or fewer employees.

Works collaboratively with the Town Manager, Finance Director, Assessors, Accountant and may work collaboratively with other department heads

Establishes and maintains schedule for collection programs, makes work assignments, and formulates office policy.

MAJOR DUTIES

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

TREASURER

Acts as custodian of all Town monies and is responsible for establishing a system of internal controls that ensures all town monies are safeguarded and properly accounted for from receipt to disbursement; responsible for maintaining numerous bank accounts with appropriate financial institutions.

Responsible for the investment of Town funds in a manner which achieves the objectives of safety, liquidity, and yield; manages all tax title accounts of the town, including the collection of monies, setting up

payment plans, and working with legal counsel on foreclosures, including managing and disposing of properties that have been foreclosed on by the land court; represents the Town in land court proceedings.

Prepares, submits and administers the budgets for all health insurance and benefit plans, including FICA Medicare, group life insurance(s), health insurance(s), deferred compensation plan(s), section 125 cafeteria plan(s), COBRA, principal and interest payments on all municipal debt, and the operating budget of the Collector/Treasurer's Office.

Assembles requested documents, reports, and other information as requested by the Town's outside independent auditors to aid in the Town's annual audit. Trains and assists staff with hardware/software matters that do not require assistance from the MIS.

Plan, structure, and issue all short-term debt and long-term bonds of the town while assuring compliance with all statutory, local, and regulatory requirements. Short-term debt includes tax anticipation notes, bond anticipation notes, and federal/state aid anticipation notes; cooperates and works with various agencies on bond issue such as bond counsel, rating agencies, bond insurance firms, the certifying bank, and underwriters; ensures compliance with the requirements of the MA Department of Revenue, the Securities and Exchange Commission, Internal Revenue Service, Bond Counsel, and the provisions contained in each special article authorized by Town Council. Holds performance bonds for Planning, Zoning and Expedited Permitting Boards

Required to prepare and present revenue and expenditure histories and projections as assigned by the Town Manager; Supervises and sets policy for the Assistant Treasurer.

May be appointed as the Treasurer of the Northeast Quabbin Veterans District by its Board of Directors.

COLLECTOR

Responsible for the collection of all real estate, personal property, motor vehicle excise, farm animal, boat excise, roll back, and conveyance taxes as well as various types of liens and betterments, all water and sewer usage fees, parking tickets, and all other accounts due to the municipality.

Develops, implements, and monitors a system of internal controls to insure accurate record keeping of each individual accounts receivable record as well as to protect the town from any procedural errors or irregularities; on an annual basis conducts 'tax taking' for all outstanding real estate taxes of the prior fiscal year, prepares list of unpaid taxes to be established as tax title accounts, and adds subsequent years unpaid taxes to existing tax title accounts.

May represent the Town in suits or claims; Required to mark unpaid motor vehicle excise taxes and track unpaid parking tickets for non-renewal of drivers licenses and/or registrations; Collects tickets from the Athol Police Department; Collects fines for parking tickets issued by the Athol Police Department and Parking Meter Attendant; Keeps accurate records of all administrative activities; keeps detailed and complete records of all violations, tickets, payments, and related information; Keeps detailed records of fines collected; Purchases necessary supplies such as tickets and forms. Works closely with Town Manager on appeals and hearings.

Segregates all sewer/water related collections (user fees, penalty interest, liens added to real estate tax, and tax title sewer/water liens) for proper credit to the sewer/water enterprise funds; Notifies DPW to shut

off water for nonpayment of water bills. Sets up and maintains payment for delinquent water and sewer customers.

Prepares certificates of municipal liens for property transfers, refinancing, or insurance settlements as requested.

Responsible for instruction and guidance regarding customer relations and customer service to office staff; provides general and technical support to parking meter clerk for the payment of parking tickets.

Must keep abreast of statutory and regulatory changes affecting the collection of taxes and ensure that staff is made aware of and instructed in the implementation of such changes. Required to keep abreast of technological changes, which can be utilized in the office.

Required to maintain a close working relationship with the Board of Assessors, the Department of Public Works, and the Town Accountant, regarding the sending of tax bills, user charges, abatements, exemptions, various chapter land classifications, and deferred taxes. Supervises and sets policy guidelines for the Assistant Collector of taxes; during tax billing seasons must act as 'team coordinator' with Assessors, Collector staff, and MIS to ensure that bills are prepared and sent as expeditiously as possible to maximize investment income and to expedite cash flow for the treasurer.

Reports all receivables collected, abated, refunded and/or outstanding must be prepared and submitted to the Town's independent auditors to aid in their annual examination of town financial records as well as submission in the Annual Town Report; reports all collections on a weekly basis to the Town Accountant; ensures monies are credited in the Treasurer division; reconciles all outstanding receivables to the records of the Town Accountant.

Responsible for the implementation and monitoring of the credit card payment program; for the implementation and monitoring of the direct debit payment program; and to research, evaluate, select, and oversee the implementation of the accounts receivable computer programs(s) for the office.

KNOWLEDGE, SKILLS, ABILITY

Must possess knowledge of postal regulations and various postal rate discount programs that are available; requires current knowledge of banking institutions' financial condition, as well as knowledge of various investment alternatives that are permissible for the municipality; knowledge of various banking services and products that are available and the ability to select the product or service that meets the needs of the town at the lowest possible cost.

Extensive knowledge of MGL Chapter 6A, 41, 44, 60B, 61, 61A, 61B and associative general laws relating to municipal taxes and charges; the ability to perform various accounting functions such as balancing, recording, and reporting over a broad range of accounts and funds.

Requires the ability to deal in an effective and courteous manner with members of the general public on a daily basis. Ability to establish and maintain effective working relationships and work cooperatively with department heads, staff and elected or appointed officials. Ability to plan, manage others, analyze, carry out projects, consult and offer advice, and facilitate groups; requires highly effective written and oral communication skills. Must perform all aspects of job responsibilities with honesty and integrity.

Knowledge of and the ability to use commercial computer software programs such as word processing, spreadsheet, data base, and communications packages; knowledge of department specific software programs; knowledge of public records law regarding the public's right to inspect and copy records in the custody of the office, including knowledge of retention periods for all records and the process and requirements for disposition.

Knowledge of technological developments for the purpose of investigating the possibility of how they potentially may be utilized to increase operating efficiencies or service level to the public.

Must possess extensive knowledge of specific billing, collection, enforcement statutes, local bylaws, and procedures of each of the various taxes and receivables collected; knowledge of federal and state tax matters as well as numerous employee benefits; knowledge of employee benefits and their administration.

Familiarity with federal and state income tax laws relating to withholding of and reporting of such taxes as well as the preparation and filing requirements of various quarterly and annual documents and reports.

MINIMUM REQUIREMENTS

Bachelor's Degree in Accounting, Economics, Business Administration or related field; broad experience in municipal financial management within a computerized Windows environment, Experience in VADAR software preferred; or, a combination of education and experience that enables performance of all aspects of the position.

Must demonstrate track record of high level responsibility with supervisory experience. Must demonstrate leadership skills in the context of formal organizations.

Minimal physical effort required under typical office conditions include regular sitting, talking, walking and mental concentration for extended periods; intermittent moderate effort required for tasks such as moving files or related office equipment. Position requires the ability to operate a keyboard and view computer screens for an extended period of time and the ability to adjust focus; hearing ability requirements include ability to interact with subordinates, the public, elected or appointed officials and outside organizations.

Must be bondable.

Within five (5) years, must become a Certified Mass. Municipal Collector/Treasurer and maintain certification through the Mass. Collectors and Treasurers Association; Current certification highly preferred.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)