

TOWN OF GEORGETOWN, MASSACHUSETTS – ASSISTANT TREASURER/COLLECTOR

<b>Title:</b> Assistant Treasurer/Collector	<b>Pay Rate:</b> \$31.44/hour
<b>Department:</b> Treasurer/Collector's Office	<b>FLSA/Union Status:</b> Non-Exempt, Non-Union
<b>Reports to:</b> Treasurer/Collector	<b>Hours Per Week:</b> 35, Mon-Thur (Closed Fri)
<b>Effective Date:</b> 06/14/2023	<b>Benefit Status:</b> Benefit-Eligible, Full-Time

### Summary

Provides employees and retirees assistance with benefits administration. Collects and submits documents to retirement systems, insurance agencies, and other departments. Acts as liaison with benefit providers and vendors. Receives, verifies, and documents various revenue transactions. Posts payments and updates accounts for real estate, personal property, and motor vehicle excise taxes. Responds to inquiries from taxpayers, employees, and retirees. Balances cash transactions and ensures security of revenues. Works with financial institutions and deputy collector for online payment administration and tax bill processing. May act as Treasurer/Collector in their absence, which could include payroll processing, tax-title administration, debt issuance, and cash management.

### Essential Functions

*The essential functions or duties listed below 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.*

- Provides employees and retirees assistance with benefits administration. Collects and submits documents to ERRS, MTRB, and MIIA.
- Acts as liaison with benefit providers and vendors.
- Receives, verifies, and documents town's revenue and handles large numbers of revenue transactions.
- Posts payments, and updates accounts for real estate, personal property, motor vehicle excise taxes on municipal software systems (MUNIS) and with Kelley and Ryan (Deputy Collector).
- Provides assistance to customers at public service window. Accepts payments, and responds to inquiries.
- Balances cash drawers and ensure security of revenues in treasurer's safe.
- Performs duties of Treasurer/Collector as needed.
- Handles banking and cash management as needed.
- Performs other duties as required.

### Supervision

*Supervision Scope:* Performs varied and responsible functions requiring advanced working knowledge of municipal accounting, finance, cash applications, collection, state, town, and municipal laws, and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

*Supervision Received:* Works under the direct supervision of the Treasurer/Collector following MGL, municipal rules, regulations and department policies; duties require the ability to plan and perform operations and independently complete tasks, within time schedules.

Town of Georgetown, MA

Assistant Treasurer/Collector

*Supervision Given:* None.

### **Recommended Minimum Qualifications**

#### Education, Training and Experience

Associates degree in Finance or Accounting plus 2-5 years of experience of financial/accounting in municipal government with demonstrated experience in the collection of and accounting for a large volume of accounts receivables are required or an equivalent combination of education, training and experience. Demonstrated experience with handling volumes of transactions, managing accounts receivable and finance; and managing accounting/finance software applications. Experience in benefit administration and MUNIS highly preferred.

*Special Requirements:* Must qualify for fidelity bonding as required by law.

*Knowledge:* Proficient knowledge and experience in management of people, functions, and customer servicing. Knowledge of MGL, municipal government administration, operations and departments. Advanced knowledge of municipal accounting, balancing accounts, revenue collections, finance and related software systems, such as MUNIS. Familiarity Public Records law. Proficient knowledge and skill for balancing accounts, applying fiscal security measures, financial analysis, spreadsheet formatting and creation, and data base management.

*Ability:* Ability to interact appropriately and tactfully; ability to learn and implement understanding of regulations; ability to maintain detailed records and accurately handle volume of transactions; ability to explain Department regulations, policies, and procedures; ability to work independently; ability to establish and follow detailed timetables. Ability to skillfully use existing software and to learn and skillfully use new software systems and applications. Ability to collaborate and appreciate other's viewpoints.

*Skills:* Proficient management and leadership skills. Excellent interpersonal skills, organizational and customer service skills. Demonstrated experience providing customer service to internal and external customers and the public using tact, proper judgment, courtesy, respect and discretion. Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach. Accomplished in demonstrating adaptability, and able to present and accept a diverse perspective. Proficient skills to liaison with benefits providers and vendors. Excellent presentation, written and verbal communication skills; advanced computer skills including MS Office applications and internet. Advanced skills to operate banking, financial, collection, and accounting software systems and applications, such as MUNIS.

### **Job Environment**

- Work is performed in office environment with moderate noise levels.
- The office consists of two employees, with adjoining office for Treasurer/Collector.
- The office is staffed by two full time employees and one part time employee.
- Work is subject to fluctuations, and administrative deadlines.
- Operates computer, printer, telephone, copier, and all other standard office equipment.
- The employee has constant contact with government employees, retirees, town staff and department heads, benefits providers, vendors, and the public.
- The employee has access to confidential information.
- Errors could result in delays or loss of service; monetary loss; and legal ramifications.

**Physical Requirements**

*The physical demands described 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.*

While performing the duties of this job, the employee must communicate, talk and hear; sit, and use hands to finger, handle or feel; and occasionally is required to stand, walk, and reach with hands and arms. The employee occasionally must lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges to read documents and analyze data. This position requires the ability to operate a keyboard at efficient speed.

**To Apply:**

Please submit a resume and cover letter to [AWilliams@GeorgetownMA.gov](mailto:AWilliams@GeorgetownMA.gov).

***The Town of Georgetown, MA is an Equal Opportunity Employer. Diverse candidates are encouraged to apply. No Residency Requirement.***

*In the Town of Georgetown, we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The Town embraces and encourages all qualified candidates to apply.*

*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.*