
DEPARTMENT VACANCY

POSITION: TREASURER/COLLECTOR

DEPARTMENT: Finance Department

HOURS: FULL TIME (40 hours)
-4 DAY WEEK- SALARIED POSITION

SALARY: \$85,000.00-\$95,000.00 DEPENDING ON EXPERIENCE

The Town of Georgetown is seeking qualified applicants for the position of Treasurer/Collector. This is a full-time position appointed by the Board of Selectmen and reporting to The Town Administrator/Acting Finance Director. This individual will work independently under the general administrative direction of the Town Administrator and is responsible for supervising the receipt, collection, custody, deposit, investment and disbursement of Town funds and other securities and the maintenance of related records.

REQUIRED MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting, Business or Public Administration or a closely related field with Five Years' treasury management experience preferred an equivalent combination of experience and education may be considered. Certification by the Treasurer/Collectors' Association of Massachusetts or the ability to obtain certification as soon as possible.

Duties require considerable knowledge of legal provisions governing the receipt, custody and accounting of town revenues; accounting principles, practices, procedures and related computer operations; and treasury management principles, practices and procedures. Knowledge of modern office practices and procedures, and the operation of office equipment are required. Ability to maintain financial records, prepare and present complete financial reports and to reconcile departmental reports with those of the Accountant's office is essential. Ability to establish and maintain effective working relationships with government officials, department heads, employees and the general public is essential to performing the functions of this position. Strong customer service skills and the ability to deal with the public in a calm, tactful and courteous manner are required.

Familiarity with Munis software and proficiency in the use of WORD, Excel, and presentation applications.

Interested applicants should send resume **Via Email ONLY** to:

Town Administrator's Office

Attn; Maureen Shultz

mshultz@georgetownma.gov

EEO/AA Employee