

TOWN OF HAMILTON, MA
AR/AP COORDINATOR POSITION
TREASURER/COLLECTOR & FINANCE DEPARTMENT

Department	Treasurer/Collector & Finance
Reports to:	Finance Director
Position Status:	Non-Exempt
Weekly Hours:	37.5
Salary Classification:	Grade 8

Position Summary/Purpose:

The purpose of this position is to provide comprehensive clerical, administrative, and financial services to the Treasurer/Collector and Finance department. Responsibilities include daily office operations, bookkeeping, recordkeeping, customer service, and ensuring efficient operations of both offices. The Finance Coordinator exercises sound judgment and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their control.

Supervision:

Supervision Scope: Performs a variety of services requiring knowledge of office procedures, practices and equipment. General knowledge of business, Accounts Receivable, Accounts Payable and computer processes, Town and departmental functions, as well as Treasurer/Collector office-related protocols and resources.

Supervision Received: Works under the general direction of the Finance Director, following professional standards, procedures and policies once trained about regulations.

Supervision Given: None.

Essential Job 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.)

- Provide assistance to the public and Town staff. Answer departmental office phone calls, emails, and voicemails.
- Receive and post payments made online, in person, or by mail, related to but not limited to all municipal taxes, bills, and payments. Maintain, enter, and ensure the accuracy of data entered into spreadsheets accounting for all taxes

and payments. Prepare daily bank deposits and ensure the safe delivery of deposits to financial institutions.

- Thoroughly research financial systems to ensure the validity of any refunds due to residents.
- Update the web pages of Treasurer/Collector and Finance Departments as needed.
- Perform routine bookkeeping activities related to the departmental budget.
- Sort and date stamp incoming mail and distribute accordingly.
- Maintain and organize all records in accordance with state law.
- Prepare Accounts Payable checks, as well as all approved manual checks; match checks with invoices and prepare for mailing.
- Prepare and print monthly reports of all receivables for the Finance and Treasurer/Collector's office.
- Assist with bank reconciliations.
- Ensure all work is conducted in a safe manner and all work safety practices are followed.
- Collect, record, and deposit fees for permits, bills, and other departmental services.
- Perform departmental bookkeeping activities, including bills, payables, revenue, and payroll processing; assist with budget preparation and monitor expenditures.
- Order office supplies and maintain inventory levels; sort and distribute incoming mail.
- Ensure all work is conducted safely and in compliance with work safety practices.
- Serve as back-up to the Assistant Treasurer/Collector for payroll functions.

Other Functions:

- Perform similar or related work as required or directed.
- Continue training and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

- **Education, Training, and Experience:** An A.S. degree preferred; 2-3 years of office administration experience in a related field, or any equivalent combination of education, training, and work experience.
- **Special Requirements:** Valid driver's license; ability to be bonded under the town's insurance.

Knowledge, Ability, and Skill:

- Knowledge of standard office practices, procedures, and equipment related to municipal operations.
- Knowledge of the principles and practices of municipal operations and services.
- Ability to use a variety of software systems such as Word, Excel, Munis, and Town-specific programs and websites.
- Strong verbal and written communication skills; strong organizational and record-keeping abilities.
- Ability to prioritize, multitask, and adapt to schedule changes and deadlines.
- Aptitude for working with numbers and details.
- Exceptional customer service and interpersonal skills.

Job Environment:

- Clerical and administrative work is performed in a moderately noisy office with constant interruptions. Requires operation of standard office equipment and a vehicle for bank deposits.
- Frequent contact with Town staff, Boards/Commissions, the public/residents, vendors, contractors, real estate agents, engineers, and state/federal agencies. Communication is in person, by telephone, mail, and email, requiring a high level of customer service.
- Errors in judgment or omissions could result in monetary loss, service delays, legal ramifications, and/or potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs		X		

Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling		X		
Bending, pulling, pushing		X		
Other-Driving to bank		X		
Other- Sitting to Standing at counter			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(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.)