

**TOWN OF HAMILTON, MA
TREASURER/COLLECTOR**

Department	Finance
Reports to:	Director of Finance/Town Accountant
Position Status:	Exempt
Weekly Hours:	37.5
Salary Classification:	Grade 13

Position Summary/Purpose:

The purposes of this position are to control all cash - its receipts, deposits, investments and disbursements - to collect all funds committed to the Town, to receive all other revenues, to maintain their respective and appropriate segregation, to reconcile and validate the status of all fund balances according to routine accounting cycles and schedules, to coordinate fiduciary responsibilities with other financial offices and functions, and properly manage all operations within the office, including payroll, preparing of checks, collection of taxes and water bills. The Treasurer/Collector is required to exercise professional judgment in administering and managing the office and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties to plan, organize and direct the work of the office and coordinates work with other town and state agencies to provide for the timely collection of taxes, water bills, other revenues and payment of payroll and accounts payable; performs a wide variety of routine and professional, technical, financial administrative and supervisory responsibilities that require an extensive knowledge of treasury and collection regulations.

Supervision Received: Works under the general direction of the Director of Finance/Town Accountant following professional standards, procedures and policies of the Town and State.

Supervision Given: Supervises Assistant Treasurer/Collector, Administrative Assistant (Accounts Receivable Specialist); develops job direction, assigns tasks, provides instructions as needed, and monitors performance.

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.)

- Receives and takes custody of funds belonging to the Town, to include but not limited to General Fund and Enterprise Funds; prepares cash flow projections and evaluates the Town's cash requirements for operating and capital expenditures; determines and implements best practices related to short-term cash management; ; assists with decision making regarding short/long term borrowing arrangements for the Town; assures the

availability of funds to meet operating and capital expenditures; negotiates with banks and investment institutions as needed. Oversees Town tax billing and collection and related activities to include real estate, personal property, motor vehicle excise, boat excise taxes, supplemental billings and billing of any/and all assessments and surcharges, interest, fees, etc.; oversees perfecting tax collections inclusive of preparing and mailing demand bills and , warrants, contracting with collection services, preparing tax taking and tax foreclosure and related activities, and preparing redemptions for the timely discharge of tax liens; records Instrument of Takings and Instrument of Redemptions with Registry of Deeds, monitors the processing of, accounting for and maintenance of all related records, and the collection of payments of water bills for the water department.

- Responsible for overseeing and generating refunds for motor vehicle excise, boat excise, real estate, personal property and water, as approved.
- Provides for receipts, deposits and accounting for and segregation of all department collected program revenues; provides regular proof, reconciliation and reporting of all town funds - both collection and disbursements, verifying with Finance/Accounting department. Prepares bank and account receivables reconciliations for all funds, including special revenue and enterprise funds.
- Oversees preparation and verifies all Municipal Lien Certificates, as required by MGL.
- Oversees, directs, administers, and provides for the timely preparation, processing and disbursement of municipal payrolls, including withholdings, contributions, deductions, reporting and direct deposit. Oversees payroll systems to include time and attendance, retirement payments and paycheck generation including other agencies as needed.
- Negotiates and recommends approval of treasury/collection third party vendor contracts.
- Oversees issuance, payment and activity for all Town debt service in coordination with Finance Director and Bond Counsel; reviews documents related to debt issuances to include preparation of Official Statement and Continuing Disclosure; prepares information for rating agencies; Ensure that all legal requirements related to debt have been met.
- Oversees and supervises accounts payable check processing as approved by all Department Heads, Finance Director and the Town Manager.
- Manages and invests all Town funds, in accordance with Town policies and Massachusetts General Laws.
- Assists with preparation of operating budget by verifying payroll information, motor vehicle excise, debt payments, and related financial information as needed.
- Prepare and recommend the operating budget for the Treasurer/Collector's department; track and review related fee revenues and operating expenses.
- Actively involved in the year-end audit, providing cash reconciliations, verifying outstanding receivables, investment and debt schedules and related financial activity as necessary.
- Ensure that the employees within his/her scope of supervision perform their job functions in a safe and hazardous-free environment. Conduct accident and incident investigations within their area of responsibility, examine the root cause of all accidents and determine whether or not the incident or accident was preventable.

- Develop departmental policies and procedures and assign, train and supervise staff. Consult with Town Manager on such personnel actions as hiring, termination and discipline and obtain final approval from Town Manager for such personnel actions.
- Prepare and submit oral and/or written reports to the Town, State and Federal agencies, such as Statement of Indebtedness, Treasurer's Year-End Quarterly Cash report, Schedule of Outstanding Receivables, Affidavit as to Time of Sending Tax Bills, Request for Debt Exclusion, Quarterly Census report, etc. and reporting on State's Gateway system. Also, prepares Treasurer/Collector report for the Town's Annual Report.

Other Functions:

- Voting member and liaison to Essex Regional Retirement System.
- Town's liaison to the Eastern Essex District Department of Veterans' Services. Access the State's Gateway system on a monthly basis to verify DVS Form VS-5.
- Act as the Treasurer for the Hamilton Development Corporation and provide general staff assistance related to receipts, disbursement and reconciliation.
- Performs similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keeping current with trends.
- Assists other departmental staff, as needed, to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a Bachelor Degree in business, accounting, finance or a related field; applicants must have more than five years of work-related experience. Municipal experience preferred, but not required or any equivalent combination of education, training and work experience.

Special Requirements:

Must have and maintain a valid driver's license; able to obtain and maintain a Massachusetts Collectors and Treasurers Association Certification for Collector and Treasurer positions within a time frame agreed to with Town management; ability to secure a public surety bond.

Knowledge, Ability and Skill:

- Comprehensive knowledge of municipal accounting, payroll, and collections.
- Thorough knowledge of financial software to implement accounts receivable, accounts payable and payroll (knowledge of MUNIS software preferred, but not required).
- Thorough knowledge of state, local and federal laws and regulations related to municipal Treasurer/Collector functions.
- Strong knowledge of municipal budget procedures.
- Ability to oversee and maintain detailed and accurate records using data processing, data bases, spreadsheets and various reporting systems.
- Ability to organize, analyze and interpret financial data and manage office.
- Ability to make presentations to elected officials and the public.
- Ability to assign, train and supervise staff, including any contractors.
- Ability to establish and maintain effective working relationships with town staff,

- officials, department heads, state agencies, property owners, etc.
- Excellent verbal and written communication skills.
- Strong research skills.
- Excellent analytical and problem solving skills to monitor tax collections, liens and tax foreclosures.
- Strong aptitude for working with and explaining tax policies and procedures to the public.
- High level of customer service skills.

Job Environment:

Administrative work is performed under typical office conditions with many interruptions from the public and other employees of the Town. Drives to various meetings to maintain certification and training. The noise level in the work environment is low to moderate.

Requires the operation of a vehicle and standard office equipment.

As needed, makes contact with Department of Revenue, Registry of Deeds, Registry of Motor Vehicles, banks, mortgage companies, attorneys, other towns, Finance , Town and Administrative Staff, property representatives, and the public. Communication is frequently in person, by telephone, mail, and in writing, e-mail and facsimile. Contacts require a high level of detail and professionalism.

Errors in judgment or omissions could result in monetary loss, delay in service, financial and legal impact

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			
Other-				
Other –				

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		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Moving from sitting to 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.)