

**Town of Sudbury**  
**Asst. Treasurer/Collector**

The Town of Sudbury seeks a qualified individual for the position of Asst. Treasurer/Collector (35 hours per week) reporting to the Finance Director. Responsible to perform technical and administrative work to assist the Treasurer/Collector in all aspects of the Treasurer/Collector duties; including banking, collection of taxes and other receipts, customer service, and ensuring for the efficient operations of the department. Assists with special projects as needed; performs all other related work, as required. Work demands accuracy, attention to detail, analytical skills and the ability to meet deadlines. Must be eligible to be bonded.

Associates degree in business or finance is required, and a bachelor's degree is preferred. Candidate must be able to work independently and take initiative in executing all the department's services. Three to five years of general finance and accounting experience, experience in resolving difficult customer service requests, knowledge of Microsoft Excel, Quickbooks, and experience with MUNIS software preferred; or an equivalent combination of education and experience.

Candidates must meet minimum requirements contained in job description posted on town's website at [www.sudbury.ma.us/departments/HR](http://www.sudbury.ma.us/departments/HR). Salary range is \$49,320 to \$64,865 (commensurate with experience). Send letter of interest/resume via e-mail to [KeohaneD@sudbury.ma.us](mailto:KeohaneD@sudbury.ma.us) . Resumes accepted until March 27<sup>th</sup> at noon. AA/EOE

**See attached for complete job description.**

## ASSISTANT TREASURER/COLLECTOR

### **Position Purpose:**

The purpose of this position is to perform technical and administrative work to assist the Treasurer/Collector in managing the collection of all taxes due to the Town; and collection of town/school departments' receivables, and ensuring for the efficient operations of the department. Assists the Treasurer/Collector with special projects as needed; performs all other related work, as required.

### **Supervision:**

*Supervision Scope:* Performs varied responsible duties that require judgment and discretion dealing with the public and in interpreting and applying laws and regulations concerning tax collections, and the collection of town/school departments' receivables. Also performs responsible duties pertaining to banking and town cash management.

*Supervision Received:* Works under the general supervision of the Treasurer/Collector, following department rules, regulations and policies, requiring the ability to plan and perform operations and to independently complete assigned tasks according to prescribed time schedules.

*Supervision Given:* Supervises two clerical employees. Oversees the Department in the absence of the Treasurer/Collector.

### **Job Environment:**

Work is performed under typical office conditions; work environment is moderately quiet with regular visitor traffic; works with numerous interruptions during the day.

Operates computer and general office equipment, such as calculator, copier, facsimile machine, scanner, telephone, and electronic computerized cash register.

Makes frequent contact requiring tact and discretion with the general public, bankers, mortgage companies, attorneys, insurance companies, government officials, all town and school departments; contacts are by telephone, in person and in writing and require discussing semi-complex and routine information.

Has access to confidential information such as personnel records, tax title accounts, and payment records.

Errors in posting could cause serious monetary loss for the town and have legal repercussions, as well as cause delay and confusion.

### **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.)*

Assists the Treasurer/Collector with the collection of all town receivables including, but not limited to, taxes, betterments, liens, and other municipal fees, interest and charges; and town/school departments' receivables. Assists with the functions of interpreting and enforcing the law regarding delinquent tax accounts and initiates collection action on overdue accounts. Assists with the issuance of tax bills and demand notices relating to real estate, personal property, excise (motor vehicle), and other taxes/fees. Transmits, proofs and authorizes corrections to third-party biller and deputy collector.

Assists the Treasurer/Collector and Finance Director with special projects as needed.

Performs intra-bank transfers as well as ACH and wire transfers for both payroll and accounts payable.

Supervises and provides training to two accounting clerks. Coordinates work duties and assignments. Maintains office operations including but not limited to ordering supplies, coordinating equipment repairs, tracking staff vacation and sick accruals, payroll timesheet processing, coordinates onsite audit, and maintains all departmental records in accordance with State regulations.

Receives and accounts for funds received in the office; processes payments received in the office and by mail; calculates interest and charges on overdue bills; answers inquiries from taxpayers over the telephone and in person; performs research as required to resolve problems; updates records, as needed.

Maintains records of cash receipts; enters into the computer all information related to receivables; completes bank deposit slips and makes bank deposits. Acts as liaison to all other Town and School departments regarding all revenue recognition processes.

Answers questions, in person and by telephone, from taxpayers, banks, mortgage companies, and attorneys; explains tax collection procedures and regulations; researches questions and complaints and resolves them within 24 hours; assists taxpayers in understanding tax bills and related documents; explains departmental procedures.

Responds appropriately to matters not requiring personal attention of the Town Treasurer/Collector; confers with the Town Treasurer/Collector in difficult cases or in cases requiring interpretation of laws.

Interprets and applies laws and regulations concerning tax collection.

Assembles and distributes payroll and accounts payable checks. Process payroll and accounts payable files (transmitting to the bank); includes wire transfers.

Maintains schedule and implements mailing of tax bills, demand dates, and warrants.

Research and prepare journal adjustments relating to cash receipts tax receivables and town/school departments' receivables.

Research for Mortgage companies and Tax services (i.e. payments, delinquent payments).

Updates abatement accounts in computer, based on information provided by the Assessors; provides Assessors with address corrections and changes to ensure accurate records. Generates refund payments due to abatements and transmits to taxpayer. Balances abatements accounts with Assessors and Town Accountant.

Reviews and posts all abatements and tax batches in MUNIS (A/R tax and G/L).

Reconciles accounts with Town Accountant regarding all collections of taxes, fees, and other receivables during each fiscal year.

Assists Collector with tax lien and tax title procedures, including tax title release and preparation of foreclosure forms.

Acts as Treasurer/Collector in his or her absence; may be responsible for production of payroll and expense checks and management of treasury funds to ensure adequate cash balance to cover payables.

Assists with yearly audit. Reviews Warrants.

Conducts research at the Registry of Deeds pertaining to property information.

Orders office supplies.

Performs similar or related work as required.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Associates degree with business courses, including a proficiency in the use of computer programs typical in a collector/treasurer's office; bachelor's degree highly desired; three to five years of business experience, including work in collections and credit and accounts receivable; experience in resolving difficult customer service requests is essential; or an equivalent combination of education and experience.

**Special Requirements:** Ability to be bonded on an annual basis

Knowledge, Ability and Skill:

*Knowledge:* Working knowledge of office procedures and bookkeeping techniques. General knowledge of the applicable provisions of the Massachusetts General Laws pertinent to the Treasurer/Collector's office.

*Ability:* Ability to deal appropriately and tactfully with the general public and other town departments. Ability to express oneself in oral and written form. Ability to perform mathematical calculations with accuracy.

*Skill:* Skilled in computer operations, especially word processing, spreadsheet and database applications. Aptitude for working with numbers and details. Skill in operating standard office equipment; typing skill. Strong organizational skills.

Physical Requirements:

*The physical demands described here 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.*

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. May spend a large portion of shift standing at the counter. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Essential functions require close vision for regularly working with details and numbers.

*(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.)*