



# TOWN OF SUDBURY

## **Department Assistant Treasurer/Collector's Office 25 hours per week**

The Town of Sudbury seeks a detail oriented and organized Department Assistant (25 hours per week) to perform duties related to the collection of taxes and departmental receipts. Duties include processing property and excise tax payments; assisting taxpayers in-person, on the telephone, and via email; financial record keeping and payment reconciliation using tax collection and accounting software; preparing bank deposits; and other administrative tasks as assigned by the Assistant Treasurer/Collector.

Minimum qualifications: High school education; and one year of experience in general accounting or bookkeeping; municipal experience preferred; or any equivalent combination of education and experience.

Anticipated work schedule: Monday through Thursday 9:00 a.m. to 3:00 p.m.; Friday 9:00 a.m. to 12:00 p.m.

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 \$30,314 to \$39,869 (commensurate with qualifications) plus benefits. Send letter of interest/resume via e-mail to [KeohaneD@sudbury.ma.us](mailto:KeohaneD@sudbury.ma.us). Resumes accepted until Friday, May 12<sup>th</sup>. AA/EOE.

**See Job Description on following pages.**

**DEPARTMENT ASSISTANT**  
*(Treasurer/Collector's Department)*

**Position Purpose:**

The purpose of this position is to produce financial record keeping, bookkeeping, computer application work, and clerical work products of moderate difficulty. Performs all other related work as required.

**Supervision:**

*Supervision Scope:* Performs varied and responsible functions requiring a working knowledge of departmental operations and the exercise of some judgment and initiative to carry out assignments independently, particularly in situations not clearly defined by precedent or established procedures.

*Supervision Received:* Works under general direction of the Treasurer/Collector, following department rules, regulations and policies, requiring the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedule. Refers all questionable cases to supervisor.

*Supervision Given:* None

**Job Environment:**

Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions.

Operates computer, printer, video display terminal, calculator, telephone, copier, facsimile machine, postage machine and all other standard office equipment.

Makes frequent contact with the general public, other municipal departments, banks, and mortgage companies; contacts are primarily in person and by telephone, and involve discussing routine and semi-complex information; contacts with the public require patience, courtesy, and independent judgment to ensure compliance with applicable laws, rules, regulations or compliance to departmental policies, procedures and methods.

Most information the employee works with is subject to public disclosures.

Errors could result in considerable confusion and delay, time loss in performing tasks, possible adverse public relations and financial repercussions

**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.)*

Performs all general clerical duties including, typing, filing, data entry, answering the telephone, opening and delivering mail, etc. Prepares and stamps outgoing mail as needed. Maintains records and files; makes copies of materials. Prepares accounts payable vouchers for the department.

Provides customer service to residents and the general public by answering questions both in person and by telephone. Responds to complaints and resolves problems. Answers questions from taxpayers, attorneys and financial institutions regarding status of tax bills; assist taxpayers in understanding tax bills, tax laws and treasurer/collector policies and procedures. Supplies information relating to policies, rules and regulations of the department.

Receives over-the-counter tax payments. Assists the taxpayer with various payments, at the window, on the phone and through the mail, email or by fax. Processes property and excise tax payments immediately upon receipt; enters and reconciles payment data in tax collection software daily; prepares bank deposits; prepares payment plans and refund requests as required.

Receives and enters town departmental receipts into QuickBooks and MUNIS Systems. Balances bank accounts and reconciles balances; prepares appropriate month-end statements. Assists Treasurer with bank and investment account reconciliation.

Performs bookkeeping duties related to the collection of real estate, personal property, motor vehicle excise, tax titles, and other taxes, fees and revenues; posts deposited receipts in cash and commitment books; reconciles and prepares bank deposits.

Assists in the day-to-day management of the treasurer/collector's office; researches credit balance reports for cash refunds; issue departmental cash vouchers; process municipal lien certificates; and processes all types of tax bills and notices of mailing.

Processes online payments on a daily basis and updates database with the correct information. Processes charge cards and online payments for parks and recreation department, entering financial data into MUNIS and QuickBooks.

Records monthly balances; prepares quarterly cash reports.

Prepares excise tax and property tax refunds on a timely basis.

Conducts daily trips to the bank with deposits, and to the post office to pick up mail. Processes payments received by mail and follows-up on any problems with processing.

Processes requests received through the Freedom of Information Act; ensures that information is issued within the legal timeframe.

Serves as Parking Clerk liaison; maintains a parking ticket payment database with Kelley & Ryan; processes ticket payments for weekly deposit; provides appeal request forms; sends overdue tickets to collection agent; informs collection agent of late payments.

Prepares various reports.

Performs similar or related work as required.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High school education; and one year of experience in general accounting or bookkeeping work; municipal experience preferred; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

*Knowledge:* Complete knowledge of standard bookkeeping principles, procedures, records and forms. Thorough knowledge of office procedures, practices and terminology. Complete knowledge of the use of computer bookkeeping systems. General knowledge of local government and its operations helpful. Familiarity with MUNIS and QuickBooks software is very helpful.

*Ability:* Ability to maintain detailed financial records. Ability to deal effectively and tactfully with the public. Ability to compose correspondence. Ability to communicate effectively with the public, co-workers, other employees, town officials and vendors.

*Skill:* Very good mathematical skills. Excellent bookkeeping and accounting skills. Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications. Good customer service skills. Skill in all of the above listed tools and equipment.

**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.*

While performing the duties of this job, the employee is frequently required to sit, walk, talk, or hear; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges; close vision for working with numbers. This position requires the ability to operate a keyboard and calculator at efficient speed.

(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.)