 **Town of Rowe**

*Job Description – Town Treasurer/Collector*

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| **Position Title:** | Treasurer/Collector | **Grade Level:** | **L** |
| **Department:** | Administration | **Step** | **Based on experience** |
| **Reports To:** | Executive Secretary | **Date:** | 05/15/2023 |

**JOB DESCRIPTION**

**Summary**

Professional and administrative work involving the receipt, expenditure and custody of municipal funds, and the borrowing of money; all other related work, as required. The Town Collector is responsible for the collection of real and personal property taxes, motor vehicle and other excise taxes, in accordance with MGL, Chapter 60, Sections 1 and 2 and recording of all payments made to the Town, reconciling accounts and implementing procedures regarding delinquent taxpayers in accordance with local, state and federal policies, regulations and laws.

**Supervision**

Serves as an appointed official, in conformance with applicable provisions of the Massachusetts General Laws and relevant municipal policies, Statutory duties and responsibilities are defined by applicable state laws.

Performs responsible duties which require considerable exercise of judgment and initiative, particularly pertaining to the timely investment of funds and the borrowing of money within guidelines established by statute and professional standards.

Under direct supervision of the Town Administrator acting for the Board of Selectmen.

**Work Environment**

Work is performed under typical office conditions. Workload is relatively stable, but is subject to monthly, quarterly and annual fluctuations; in most instances, fluctuations can be anticipated and planned for in advance.

The employee operates standard office equipment.

The employee has regular contact with town departments, employees and tax payers in person, by telephone, e-mail and in writing.

The employee has access to personnel records and public and private debt information.Errors could have legal and/or financial repercussions.

**Essential Duties and Responsibilities**

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.

Responsible for receiving, disbursing, and investing all money received by the town; maintains and furnishes records to the Accountant; maintains a cash book reflecting the breakdown of all receipts, disbursements, and cash balances; provides for adequate funds for current obligations.

Safekeeping of all funds and issuing of all long-term and short-term debt; invests funds to ensure maximum yield on investments while maintaining adequate availability of cash.

Pays and accounts for all amounts due for salaries and wages; receives, accounts for, and disburses all payroll and personnel deduction amounts; files required state and federal tax forms in a timely manner; issues W-2 forms; maintains all payroll and personnel records and acts as liaison between employees and the retirement board, insurance vendors, etc.; ensures compliance with provisions of the Massachusetts General Laws in connection with labor and industry, retirement, and insurance.

Reports to the Town Accountant the amount of debt and interest due in the next fiscal year.

Maintains custody of stabilization funds, trust funds, investments, and all other funds of the town not specifically allocated to other agencies.

Keeps administrative officers, finance committees, and others advised with regard to the financial condition of the town.

Maintains tax title accounts, conducts sales of land of low value, and prepares documents required to petition for foreclosure.

Prepares various reports, including a reconciliation of treasurer’s cash, a monthly report to the Accountant of all receipts and balances, reports of payroll deductions, an annual report to the Board of Selectmen, and a quarterly report of reconciliation of Treasurer’s cash to the Bureau of Accounts.

Responsible for the closing and reconciliation of all books and accounts in the Treasurer’s office, including the cash book, warrants, bank accounts, insurance programs, retirement funds, debt records, and tax title accounts.

Prepares operating and capital budgets for the department. Performs similar or related work as required, or as situation dictates.

Oversees and administers the department’s printing, mailing, and collection of tax bills (real estate, personal property, and motor vehicle) and special assessments in accordance with local and state guidelines and applicable laws.

Notifies delinquent tax payers in writing of the placement of liens/deeding of their property in the County Registry of Deeds for unpaid taxes; identifies and notifies in writing lien holders; pass Collector Deed’s to the Town as necessary.

Receives and responds to inquiries from the public and officials for information pertaining to the collection of taxes.

Receives and processes all payment owed to the Town; processes turnover of all monies collected to the Town Treasurer

Processes abatements and exemptions that are issued by the Town’s Board of Assessors.

Prepares and processes Municipal Lien Certificates and Tax Title Taking on delinquent accounts in accordance with State law.

Reconciles and balances the department’s cash book and bank statements.

**Recommended Minimum Qualifications Education and Experience**

Associate’s Degree in bookkeeping, accounting or a related field; three years of responsible experience in business or financial management; experience in municipal cash management desirable; or an equivalent combination of education and experience.

**Additional Requirements**

Must be bondable

**Knowledge, Ability, and Skill**

Thorough knowledge of the principles and practices of financial management. Familiarity with investment vehicles, banking products and operations. Working knowledge of computer applications for financial management.

Ability to work independently. Ability to prepare accurate financial reports and records. Ability to communicate effectively in written or oral form.

Skill in computers and appropriate software applications. Aptitude for numbers and details. Organizational skills.

**Physical Requirements**

The following physical requirements are representative of those that must be met by the employee to successfully perform the essential functions of this job. The employee must be able to communicate clearly and concisely, orally and in writing.  While performing the duties of this job, the employee is frequently required to talk, hear, stand, sit, walk, write and use a keyboard. Occasionally the employee is required to reach, climb/balance, push/pull, and lift/carry objects up to 10 pounds. The position requires vision sufficient to both work in an environment where computer related activities, such as word processing, are customary as well as to satisfy the previously stated applicable requirements.

**Affirmative Action/Equal Employment Opportunity**

The Town of Rowe is an Equal Employment Opportunity/Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town.

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.