

**TOWN OF TOPSFIELD**  
**ASSISTANT TREASURER/COLLECTOR**  
**JOB DESCRIPTION**

**Position Purpose:**

The purpose of this position is to provide skilled accounting, clerical, and administrative work in assisting the Treasurer/Collector in the management of treasury, collections, and payroll and benefit administration; performs all other related work as required. FLSA-Non-exempt.

**Supervision:**

*Supervision Scope:* Performs a variety of responsible duties of an administrative and clerical nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of departmental operations, local and state laws.

*Supervision Received:* Works under the general direction of the Town Treasurer/Collector and in accordance with applicable Massachusetts General Laws, town policies, town bylaws, and relevant state, federal, and local regulations and standards. Employee generally establishes own work plan and completes work in accordance with established departmental policies and standards; only unusual cases are referred to supervisor.

*Supervision Given:* Assumes the role of the Supervisor in the absence of the Treasurer/Collector.

**Job Environment:**

Work is performed under typical office conditions; work environment is moderately noisy.

Operates computer and general office equipment, such as calculator, copier, facsimile machine, mailing system and telephone.

Makes frequent contacts with other town departments, the general public, vendors, and members of the banking and legal communities; communication is in person, by telephone, and via the mail. Most contacts require an information exchange dialogue.

Has access to department-related confidential information which requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in adverse legal repercussions, confusion and delay in receiving municipal funds and in meeting municipal liabilities and require considerable time and effort to identify and correct.

**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.)*

Collects payments for motor vehicle excise, personal property and real estate taxes including processing the lock box collection by downloading files and processing into MUNIS system. Processes refunds for overpayment of taxes.

Collects water payments, and reconciles for posting payments by the Water Departments.

Submits cash deposits to the Treasurer daily work for bank deposit.

Reconciles cash received with the amount due, posts amounts received to accounts, and maintains records of receipts, abatements and refunds.

Reconciles with the Town Accountant on all receivables.

Reconciles payroll bank statements and vendor bank statements.

Conducts quarterly mailings of real estate and personal property tax bills.

Conducts motor vehicle excise tax mailing as they are sent from the Deputy Collector, schedules demands, warrants and abatements.

Maintains the affidavits of mailings, real estate, personal property, motor vehicle excise and keeps the commitment books.

Responds to resident's questions and complaints regarding billing issues or tax payment issues; assists in resolving more complex or difficult customer service issues and problems.

Processes Municipal Lien Certificates.

Cross trains between payroll and collections.

Performs similar or related work as required, directed or as situation dictates.

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

Associate's degree in business, finance, or related field with accounting coursework, Bachelor's degree preferred; and three (3) to five (5) years' of related experience; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough working knowledge of office procedures and machines. Working knowledge of state regulations and laws pertaining to the office of Treasurer and Collector. General knowledge of the laws and methods pertaining to municipal finance and municipal accounting. Working knowledge of computer applications for accounting and financial management.

*Ability:* Ability to meet and deal with the public, town employees, and town officials effectively and appropriately. Ability to communicate clearly, both orally and in writing. Ability to operate a computer. Ability to maintain confidential information and to maintain, manage and organize records.

*Skill:* Skill in all of the above referenced methodologies, equipment and systems. Aptitude for numbers and details. Excellent organizational skills, word processing, spreadsheet, database applications and internet. Excellent customer service and communication 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.*

Lifts/moves objects weighing up to 30 pounds, files, and types on a keyboard at a moderate speed. Ability to view computer screens and work with details for extended periods of time. Requires the ability to operate, maneuver and/or control the actions of equipment, and/or materials used in performing essential functions.

*(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.)*

**APPROVED: September 3, 2019**

**Town Administrator**