

TOWN OF TOPSFIELD
TREASURER/COLLECTOR
JOB DESCRIPTION

Position Purpose:

The purpose of this position is to provide administrative and technical work involving the receipt of money and the collection of all taxes due to the town; to administer the receipt, recording, expenditure and custody of municipal funds, oversee the borrowing and investment of funds and administer the municipal and school payroll and benefits; performs all other related work as required. FLSA Exempt.

Supervision:

Supervision Scope: Performs a variety of highly responsible duties of a complex nature which require considerable judgment and initiative; performs a variety of responsible functions in accordance with state statutes and local bylaws.

Supervision Received: Works under the general supervision of the Town Administrator for administration matters but is allowed latitude in carrying out the fiscal functions in accordance with applicable federal regulations, Massachusetts General Laws and town bylaws and policies. Employee generally establishes own work plan and completes work in accordance with established departmental policies and standards.

Supervision Given: Supervises all departmental employees, developing job direction, assigning tasks and instructions and evaluating personnel performance.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy, with frequent interruptions.

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

Makes frequent contacts with the public, banks, mortgage companies, attorneys, closing companies, tax services, school personnel, vendors, homeowners and town counsel, and town departments. Most contacts require an information exchange dialogue and are in person, by phone or written correspondence.

Has access to confidential information pertaining to taxpayers, which requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in delay and confusion, loss of department services and have significant legal and/or 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.)'

Custodian of all money belonging to the Town, including collecting, depositing, recording and investing such funds. Prepares cash reports for internal and government reporting. Supervises staff members who assist in this process.

Responsible for the oversight of funds and management for town funds and banking; responsible for the management of all tax billings, revenue collections, and tax title.

Pay all financial obligations of the Town for employee payroll, accounts payable and debt obligations. Issues all state and federal reports to employees and government agencies (i.e. W-2, 1099).

Supervises and assists in the billing and tax collection of all funds due to the Town.

Prepares all debt borrowings as authorized by the Town, including issuance of notes/bonds, disclosure budgeting requirements for debt service, record keeping, and reporting obligations on a local and higher level.

Monitors bond rating. Works with the town's financial advisor and Town Administrator in preparing bids and official statement for the sale of bonds and BANs.

Initiates collection action on delinquent accounts. Prepares and collects on tax liens and pursues foreclosures through the Mass Land Court. Also pursues collections on various additional levies through District Court as the case may deem. Prepares and distributes lists of delinquent taxes to all departments on a regular basis to ensure collections and repayment.

Meets and speaks with taxpayers, the general public, municipal or other business associates to provide answers, address complaints, requests, errors or other job related issues. Sends letters in response if needed.

Oversees and assists with administration of Employee benefit programs, including enrollments, monthly account maintenance/balancing, federal and state reporting requirements and other duties.

Develops office budget and assists other government officials in preparing Town wide budget. Oversees and assists with preparing annual Town Reports for all office activities.

Orders general office supplies, tax billing supplies and other necessities for office operations.

Serves as a key Senior Staff Member on the Town Administrator's Finance Team.

Responsible for payroll management for all town employees including Elementary School Teachers and Staff.

Responsible for the administration of employee benefits, including health insurance, dental and life insurance policies and deductions.

Works with Trust Fund Commissioners and various boards in Town regarding Trust funds and Funds Management.

Assists the Assessor in developing commitments to be entered into MUNIS software and mail dates vs due dates.

Responsible for the MUNIS Financial Systems.

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

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree in accounting, finance, business administration, or related field; a minimum of five years' experience in a municipal finance supervisory position; or any equivalent combination of education and experience.

Special Requirements:

Massachusetts certification as municipal Treasurer and Tax Collector preferred, but not required. Must become certified within 3 years of appointment.

Must be bonded.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance. Broad knowledge of MGL as it relates to Municipal Finance, and budget administration. Knowledge of computer applications for accounting and financial management. Comprehensive knowledge of GAAP and UMAS. Knowledge of accounting software and Microsoft Office products.

Ability: Ability to establish and maintain effective and harmonious working relationships with Town officials and departments, members of the banking community, state agencies and the general public. Ability to communicate effectively in written and oral form. Ability to manage and prioritize multiple tasks in a detailed and organized manner. Ability to prepare accurate financial reports and records.

Skill: Effective leadership skills, diplomacy in dealing with the public. Proficient written and oral communication skills and administrative skills. Skill in computers and appropriate software applications. Skill in working with numbers and details.

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