



**JOB POSTING  
TOWN OF SHARON**

**TREASURER/COLLECTOR**

The Town of Sharon (population 18,000), general fund budget of \$80 million, seeks a highly qualified professional to join the management team as the Treasurer/Collector.

Position responsibilities include managing the collection of all Town revenue including real estate, personal property and excise taxes, water bills, parking tickets and other municipal receipts, tax title administration, receipt, disbursement and investment of Town funds; management of and oversight of debt and capital plan funds in accordance with state and federal law. Responsible for the development of cash management procedures, including forecasting and maximizing cash flow, monitoring receipts and maintaining internal financial control procedures including the reconciliation of all Town funds, receivables, trust funds and state/federal grants.

*Qualifications and experience:* Bachelor's Degree in accounting, finance, business or a related field required; five years of responsible experience in financial management, preferably in a municipal setting; or an equivalent combination of education and experience. Experience with MUNIS financial software system preferred. Certification by the Massachusetts Collectors and Treasurers Association required within three years of appointment.

*Salary:* \$73,000 - \$83,500, plus competitive benefit package

*How to apply:* A resume, cover letter and Town of Sharon application will be accepted through email (preferred) at [jobs@townofsharon.org](mailto:jobs@townofsharon.org) or by mail to Town Administrator, 90 South Main Street, Sharon, MA 02067 by **April 13, 2017**. The application is available at [www.townofsharon.net](http://www.townofsharon.net) under "Job Opportunities."

*Posting Date:* Thursday, March 23, 2017