

Town of Sharon

Job Description

Title of Position: Assistant Treasurer/Collector

Department/Appointing Authority: Treasurer/ Collector

Date: August 13, 2015

Originator: Alicia McOsker

Personnel Board Use Only

Classification___OC-1___

Effective Date of Classification___July 1, 2015_____

Classification Authority __X__ Personnel Board __Collective Bargaining

1. Summary Description

Complex financial, administrative and analytical work, including day-to-day supervision of the Treasurer/Collector's staff. Assist the Treasurer/Collector to discharge the duties of his/her office; related work as required.

2. Essential Functions

- Assists the Treasurer/Collector in all phases of the work pertaining to his/her office and has the authority, in his/her absence, to perform his/her duties, have the power and be subject to the requirements and penalties applicable to him/her.
- Performs a variety of responsible accounting, financial and analytical functions relative to receipt and disbursement of Town Funds. Decisions are rendered according to independent interpretation of statutory and regulatory controls and the application of prescribed procedures in accounting for municipal funds.
- Processes bills affecting real and personal property, water, motor vehicle and boat excise taxes and betterment assessments and mails to taxpayers. Processes demands and warrants for all delinquent invoices.
- Maintains cash book, record of departmental receipts and disbursements; maintains books and records of all investments and bank accounts of the Town.
- Processes monthly payments from retirees.
- Coordinates with all vendors associated with collections to ensure files are received and payments processed.

- Responsible for the accurate preparation of municipal lien certificates.
- Responsible for the accurate and timely completion of bank account reconciliations.
- Maintains collection records of real and personal property, water, motor vehicle and boat excise, and betterment assessments. Produces reports regularly for reporting purposes and management review.
- Initiates refunds to taxpayers due to abatements and/or overpayment.
- Maintains schedules of debt service payments for the Town. To ensure accurate and timely processing of payments. Missed payments may result in a cost to the Town including a rating agency bond downgrade.
- Initiates and prepares all aspects of the tax taking process. Prepares instruments of redemptions for tax title and tax deferrals clause 41A's.
- Maintains positive relationships with residents, banks, mortgage companies, and attorneys in relation to tax collections. Explains Mass General Laws and how they apply to tax collection to general public.
- Performs duties of Treasurer/Collector in his/her absence.

3. Supervision

Direct supervision of office staff under the direction of the Treasurer/Tax Collector and in accordance with Mass General Laws.

4. Reporting Structure

Reporting to the Treasurer/Tax Collector, works independently and takes initiative to complete all the requirements of the department.

5. Physical Environment

Environment is a normal professional office environment. 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.

6. Education/Basic Knowledge

Bachelor's degree in business, finance, accounting or related field plus 5-7 years of related experience, preferably in a municipal setting; or an equivalent combination of education and experience. Additional directly related experience may be substituted for education, see section 7 below.

Knowledge: General knowledge of cash handling, cash controls, and accounting and finance principals.

Skills: Cash handling, financial transaction and Supervisory skills required.

Abilities: Ability to maintain complex financial records and prepares periodic reports from such records. Ability to maintain positive working relationships with employees, general public and

financial institutions. Considerable ability to handle difficult citizens with empathy and tact.
Ability to obtain appropriate bond.

7. Experience

A minimum of 5 years of directly related experience preferably in a municipal setting is required. An additional 4 years of directly related experience may be substituted for a Bachelor's degree and 2 years of directly related experience may be substituted for an Associate's degree in business, finance and/or accounting

Requires strong communication skills. Maintain a professional approach to conflict and possess a strong working knowledge of Massachusetts General Laws as they pertain to the Treasurer/Collector's office.

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.