

Town of Sharon

Job Description

Title of Position: Financial Assistant – Treasurer/Collector

Department/Appointing Authority: Treasurer/Collector

Date: May 14, 2015

Originator: Alicia T. McOsker

Personnel Board Use Only

Classification _____

Effective Date of Classification _____

Classification Authority __ Personnel Board __ Collective Bargaining

1. Summary Description

Strong analytical skill required to reconcile cash, provide assistance to the Treasurer/Collector and detect potential fraud. Assists with periodic audits of all the Town's petty cash funds. Assists in administration of employee health, dental and life insurance benefits programs for all employees and retirees and processing payroll. Performs variety of duties of the Treasurer/Collector's office including collections, tax takings, deposits, posting payments and reconciling receivables. Often requires interpreting and explaining complex information.

2. 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.

- Maintains cash book, record of departmental receipts and disbursements; maintains books and records of all investments and bank accounts of the town as assigned.
- Reconciles all bank statements to the cash book identifying reconciling items and recording them appropriately. Month should be closed by the 15th of the following month as assigned.
- Performs a minimum of one unannounced audit a year on all departments who have petty cash funds as assigned.
- Assists with administration of employee health, dental and life insurance benefits for all employees and retirees, including data entry of all new enrollments, terminations, additions/deletions on all active and retired employees.
- Provides employees and retirees with detailed information relating to health, dental and life insurance plan benefits, costs as well as determining eligibility.

- Works with Payroll/Benefit Administrator to ensure the town is in full compliance with all federal, state and local regulations.
- Provides prompt, courteous customer service. Requires constant contact with the general public, all town departments, bankers, mortgage companies, attorneys, Department of Revenue, Registry of Deeds and Registry of Motor Vehicles.
- Prepares municipal lien certificates which are filed with the Registry of Deeds the consequences of errors could result in monetary loss or legal repercussions.
- Collects all monies due the town, balances daily receipts and posts payments to customer accounts.
- Processes abatements initiating refunds to taxpayers due to abatements and/or overpayments.

3. Supervision

None.

4. Reporting Structure

Position is under the general direction of the Treasurer/Collector. Depending on tasks being performed, may receive direct supervision from the Assistant Treasurer/Collector and/or Payroll/Benefits Administrator.

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

Associate's Degree preferred. Five years' experience, preferably in a municipality, performing similar duties. Requires knowledge of Mass General Laws as they pertain to Treasury, Collecting, Payroll and Benefits.

Ability to work independently to resolve problems and explain complex tax and benefits related information. Ability to maintain strict confidentiality when it comes to benefits, payroll and social security numbers. Ability to work with bankers to resolve banking issues, residents, mortgage companies and vendors.

7. Experience

Five years of experience, preferably in a municipality, performing similar duties. Requires knowledge of Mass General Laws as they pertain to Treasury, Collecting, Payroll and Benefits Administration. Requires strong communication skills. Maintain a professional approach to conflict and be able to work independently to complete assigned tasks.

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.

