

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Treasurer/Collector

Department/Appointing Authority: Finance Department / Finance Director

Date: August 27, 2014

Originator: Cynthia Doherty, Finance Director

Personnel Board Use Only

Classification:

Effective Date of Classification:

Classification Authority: ☐ **Personnel Board** ☐ **Collective Bargaining**

1. Summary Description

Professional, administrative and supervisory work involving the collection, investment, expenditure, borrowing and custody of all municipal funds and the custody of tax title properties. Responsibilities include management of the Treasurer/Collectors office and staff, management and oversight of debt and capital plan funds in accordance with Massachusetts General Laws, federal law, town rules and regulations. 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 bank accounts. Performs all other related or similar duties as required.

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.

Supervises the collection, recording, reconciling and posting of real estate, motor vehicle excise and personal property taxes; issues all bills and stickers, reconciles and deposits all daily receipts; posts to appropriate accounts.

Supervises the daily operation of the Treasurer/Collector's office including training and scheduling staff; responds to personnel issues as needed.

Responds to inquiries and complaints from taxpayers; explains department policies and procedures and Massachusetts General Laws.

Prepares the annual department budget and manages the purchases for the department in accordance with Chapter 30B; supervises the preparation of local, state and federal reports as may be required.

Reconciles all tax receipt balances with the Town Accountant each month. Prepares, posts and processes tax title payments and collects insufficient funds.

Plans overall department activities to ensure the accurate and timely processing of funds received; develops, implements, and administers tax collection policies and procedures Oversees and establishes guidelines for turnovers.

Coordinates with town departments, federal, state and local agencies, courts and other establishments relating to the performance of functions.

Attends meetings to remain abreast of changes in the field and keep certifications current.

Develops and implements efficient cash management procedures, including forecasting and maximizing cash flow, monitoring cash receipts, and maintaining internal financial control procedures including the reconciliation of all town bank accounts.

Monitors cash levels in the treasury and arranges for the temporary or long-term borrowing of funds as necessary to meet town needs; pays interest and maturing debt; signs bonds, notes and other papers of credit on behalf of the town.

Works directly with Town Administrator, Finance Director, financial advisor and bond counsel in accordance with all local, state, and federal statutory requirements pertaining to the issuance of municipal short-term and long-term debt. Recommends best investments and debt service options.

Receives deposits and payments from various sources doing business with the town; reconciles statements and makes deposits; transfers funds; pays bills; employee payrolls, and local obligations on warrant from the Town Accountant approved by Selectmen; invests town funds.

Responsible for the accurate processing of payroll deductions related to tax reporting.

Responsible for tax titles, receipt of payments, discharge of tax titles and foreclosure sales. Works directly with tax title counsel to collect delinquent taxes through the Land Court and is responsible for the preparation and placement of advertisements in local newspapers and oversight of auctions on foreclosed properties.

Prepares paperwork for tax foreclosures.

Maintains custody of securities for trust funds; collects, accounts for, and invests income from investments in fund portfolios.

Prepares and directs the preparation of monthly, quarterly and annual reports. Responsible for the receipt of payments and discharge of mortgage liens.

Monitors all grants and ensures funds are transferred and available when needed; observes strict guidelines set forth by the Commonwealth.

Establishes procedures for payment of delinquent taxes and un-collectable funds owed to the town.

Job Environment:

Performs duties in accordance with state laws and town municipal policies, laws, regulations and objectives. Incumbent establishes short and long-range departmental goals and objectives in accordance with town plans and has direct accountability for department results.

Work involves assessing services and recommending improvements; planning short and long range projects; devising new techniques for the application of work, develops and implements policies, standards, and/or criteria.

Has access to department-related confidential information including town payroll, personnel, criminal investigations, and tax records.

Errors could result in delay and confusion and could have legal and/or financial repercussions, loss of funds, and cause adverse public relations for the town and the department.

Position has regular contact with the public, other town departments, boards and committees, financial advisors, Department of Revenue, and many other local businesses, attorneys, banks, and realty companies for escrow accounts. Contacts are usually made in writing, in person and on the telephone.

3. Supervision

Develops departmental policies, goals, objectives and budgets.

Performs highly responsible functions of a complex nature which require considerable use of independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions within the guidelines established by statute and professional standards.

As Division Director, directly supervises office staff.

4. Reporting Structure

Appointed by and works under the administrative direction of the Finance Director.

5. Physical Environment

Ability to stand, reach with hands and arms, and walk up to 1/3 of the time; sit up to 2/3 of the time; use hands, and talk and listen/hear more than 2/3 of the time. Collector frequently lifts up to 30 pounds. Normal vision is required. Equipment operated includes office machines and a personal computer.

Work is performed under typical office conditions with frequent interruptions; may be required to work outside of normal business hours particularly during real estate billing cycle.

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

6. Education/Basic Knowledge

Bachelor's Degree in business administration, finance, accounting or related field; five (5) to seven (7) years of responsible experience in financial management required with a minimum three (3) years supervisory experience, preferably in a municipal setting; or any equivalent combination of education and experience.

7. Experience

Special Requirements:

Ability to be bonded and obtain certification as a Treasurer from the Mass. Treasurer/Collector's Association within three (3) years of appointment.

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 treasury, delinquent accounts and collection techniques, and applicable state statutes, and federal rules and regulations. Knowledge of applicable revenue collection methods including but not limited to motor vehicle excise, real estate and personal property tax collections. Thorough knowledge of municipal revenue collection principles and practices and a demonstrated knowledge of Massachusetts General Laws Chapter 44 and 60 and applicable laws related to municipal collections and taxation. Working knowledge of computer applications for financial management and thorough knowledge of accounting principles. Demonstrated proficiency in the use of computers and office software applications including spreadsheet applications. Experience with MUNIS Financial Software System preferred.

Ability: Ability to establish and maintain effective working relationships with subordinates, town, and state officials, as well as the public. Ability to prepare accurate and detailed financial reports and records. Ability to communicate effectively in written and oral form. Ability to manage multiple projects in an efficient and timely manner. Position requires the ability to operate a

keyboard and standard office equipment at efficient speed.

Skill: Good office management, staff development and supervisory skills. Strong mathematical, analytical and collection skills; Skill in use of computers and appropriate software applications. Strong interpersonal skills requiring courtesy, diplomacy and tact.

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.