

TREASURER & COLLECTOR

Definition

Professional administrative and supervisory work in the daily administration and management of the Town Treasurer's office, including the custody, disbursement, investment and borrowing of monies, preparation of fiscal reports, collection of taxes and other revenues; all other related work, as required.

Supervision

Works under the general direction of the Finance Director, in strict accordance with provisions of the Massachusetts General Laws and the rules and regulations of the Department of Revenue. Performs a variety of responsible functions within the guidelines established by statute and professional standards; questions of policy or legal interpretation are reviewed with the Finance Director.

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.

Supervisory Responsibilities

Supervises up to ten employees; 9 full-time, 1 part-time. Supervisory activities include establishing work procedures and performance standards, the evaluation of employees, providing training and development, assigning and reviewing work and disciplining employees.

Work Environment

Work is performed under typical office conditions; work environment is moderately quiet. Work is generally performed during normal business hours, but additional hours are often required to meet deadlines; the workload is subject to cyclical fluctuations. The employee is required to attend evening meetings and to work outside of the normal business hours.

The employee operates standard office equipment.

The employee has ongoing contact with the public, town and school departments, outside organizations, such as the Department of Revenue, vendors, boards and committees; Contacts are in person, on the telephone and through written communication. The incumbent is required to carry a town issued cell phone and be available to contacts outside of normal business hours. The position requires excellent public relations skills, persuasiveness and resourcefulness.

The employee has access to department-related confidential information, including personnel files, bid documents, and financial information about taxpayers.

Errors in administration and judgment could significantly affect the municipality's ability to deliver services and could have financial and legal repercussions.

Essential Duties and Responsibilities

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.

Plan, direct, evaluate and exercise general supervision over the work of the Treasurer's Office to include

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Arlington, Massachusetts
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management of tax collection; water and sewer bill collection; Town funds including trust funds and special revenue funds; Town tax title accounts and foreclosed properties; tax account affected by Bankruptcy Court decisions; and short and long-term borrowing including the determination of debt structure, timing of debt issuance, debt maturities etc.

Oversees preparation of data and all necessary documentation for loan obligations and purchases; responsible for the deposit of funds in banking institutions; maintains the custody of all monies received in the town treasury; maintains the system of accounting for all receipts and payments on behalf of the town; ensures that all required reports and certificates are completed and filed in a timely fashion.

Manages the town's cash by making determinations that all previous day transactions are properly completed; analyzes projected expenditures and revenues, investments, cash position and related financial information; examines current interest rates; evaluates various investment or borrowing options and makes recommendations to the Town Treasurer.

Schedules all preparatory work in connection with the annual audit of the town's books and records in order to ensure prompt and efficient collection of data for the auditors.

With the assistance of the Deputy Treasurer, supervises and oversees the work of departmental staff, including but not limited to allocating workload, writing performance reviews, approving vacation requests and handling day to day personnel matters that arise.

Reviews office policies and procedures and makes recommendations for revisions consistent with Town policies; provides guidance to the staff in the completion of assignments.

Prepares the department budget and makes recommendations to the Town Manager and Finance Committee.

Coordinates all activities associated with the borrowing of funds; including making presentations, preparing brochures, providing historical and current financial data, attending meetings, and payment of bills; responsible for obtaining approval from the Emergency Finance Board.

Prepares and reviews Requests For Proposals and Request For Information for banking and other services.

Assists the School Department by providing financial information pertaining to state reimbursements. Assists the Finance Director in the estimation analysis and monitoring of Town's operating revenue budget.

The employee serves as a member of various Boards, Committees and Commissions as needed.

Ensures that the day to day operation, collection, reporting and maintenance of the parking meter infrastructure is maintained.

Serves as the Town's Parking Clerk. Reviews parking ticket appeals in writing or in-person depending on the petitioners request. Answers periodic questions from motorists. Coordinates with the Select Board's Office on parking matters.

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

Recommended Minimum Qualifications

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Education and Experience

Bachelor's Degree; seven to ten years of progressively responsible finance experience, Master's Degree and municipal experience preferred; or an equivalent combination of education and exp.

Other Requirements

Certified Treasurer/Collector through the Massachusetts Treasurer/Collector's Association or ability to obtain within two years of employment.

Knowledge, Ability and Skill

Knowledge of principles of municipal revenue collection and taxation, principles governing the marketing and sale of long-term and short-term investments, modern office procedures, methods, record keeping and computer equipment, up-to-date security practices, research and reporting methods and techniques, municipal personnel policies and procedures, pertinent federal, state and local laws, codes and regulations, principles and practices of statistical analysis and research.

Ability to establish and maintain effective working relationships with town officials, employees, members of the banking community, governmental representatives, and the general public, to prepare accurate financial reports and records, to communicate effectively in written and oral form, to lead and supervise departmental staff and to develop policies and procedures for the department's operations, to work independently, to maintain confidentiality, interpret and apply federal, state and local policies, procedures, laws and regulations.

Excellent planning, organizational, communication, analytical, decision-making, and supervisory skills. Excellent project management and technological skills in a variety of software including Microsoft Office and MUNIS preferred. Executive level writing and presentation skills.

Physical Requirements

Minimal physical effort is required to perform duties. The employee is frequently required to sit for extended periods, speak, hear and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents and view a computer monitor. Mental capacity to analyze data, make sound decisions and use good judgement.

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.