

TOWN OF WAYLAND POSITION DESCRIPTION

Title: Treasurer/Collector

Department: Treasurer/Collector's Office

Appointing Authority: Town Administrator

Affiliation: AFSCME

Personnel Board Approved: 4/27/99

Personnel Board Revised: 5/29/12

Summary of Duties

In accordance with M.G.L. Chapter 41, performs administrative and supervisory work involving the receipt, expenditure and custody of municipal funds, the investment and borrowing of money, the custody of tax title properties, and the collection of all money due to the Town; all other related work as required.

Supervision Received

Works under the administrative direction of the Town Administrator. Coordinates activities and responsibilities with the Finance Director/Accountant.

Performs highly responsible functions which require considerable exercise of judgment and initiative, particularly with reference to the timely investment of funds and the borrowing of money within guidelines established by statute and professional standards.

Supervision Exercised

Responsible for the actions of the Assistant Treasurer/Collector; supervises one full-time employee and two part-time employees.

Job Environment

Work is performed under typical office conditions; work environment is moderately active.

Operates computer and general office equipment such as a personal computer, copier, calculator, fax, and telephone.

Makes frequent contact requiring perceptiveness and discretion with Town departments, relevant State and Federal agencies, the banking and real estate community, and the general public.

Has access to Department-related confidential information, including department employees' personnel files.

Errors in judgment could result in legal ramifications, and have severe financial repercussions.

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.

Is responsible for collecting taxes and all other bills payable to the Town including departmental turn-ins and water bills; invests funds as quickly as possible in order to maintain good cash management.

Responsible for identifying Town receivables; ensures receivables are recorded to the proper accounts; ensures that all bills, such as debt and interest, are paid on time; responsible for borrowing funds for the Town, as approved by the Board of Selectmen, both short-term and long-term; ensures that all necessary paper work is in place.

Prepares Department budget, financial information for Town Report, quarterly cash reports for the Department of Revenue, W-2 information, and yearly and quarterly reports for the IRS; responsible for reports to Middlesex County.

Oversees foreclosures, tax title records and selling tax title property at auction.

Serves as custodian for the Town's trust funds and makes investments upon the request of the Trust Fund Commissioners; serves on related committees.

Works with all Town departments for the purpose of enhancing efficiency, productivity and morale.

Reconciles bank statements for all Town accounts; prepares reports for Town's annual audit; reconciles monthly with Finance Director/Accountant.

Maintains departmental security deposits and special revenue funds; provides statements as requested.

Answers inquiries from property owners, members of the banking and real estate community, and any other interested parties regarding any matter related to the investment of funds, and tax title, as well as the tax collection process of the Town. Is knowledgeable regarding relevant changes in financial regulations related to investments, deposits, accounts, payments and collections.

Stays abreast of industry standards and technology-related financial practices; works with vendors to ensure Town technologies are sufficiently current and efficient; advises tax payers of alternative payment methods.

Prepares various local, State and federal forms, as required by law.

Is responsible for administering all applicable state laws and statutes, Town by-laws, codes and programs; may draft policies, applications and standards for review; confers with Town Counsel as necessary.

Recommends to the Town Administrator the hiring and firing of department employees; supervises, directs, trains, reviews, disciplines and establishes work schedules and work assignments for all departmental employees consistent with Town by-laws, policies, procedures and applicable collective bargaining agreements.

Oversees all administrative functions; directs the daily operations of the Treasure/Collector's office; develops office procedures and documents; reviews, prepares and administers departmental budget; prepares annual report; makes recommendations for contracted services; coordinates and participates in the upgrades and purchasing of office equipment, computer hardware and computer software for the department; authorizes the purchase of supplies.

Is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control.

Administers departmental web page regarding relevant information.

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

Recommended Minimum Qualifications

Education:

Bachelor's Degree in banking, finance or related field of endeavor.

Experience:

Over 4 years' experience working in a senior financial management capacity; experience working in a municipal Treasurer/Collector's office preferred.

Licenses/Certificates:

Certification by the Massachusetts Collectors and Treasurers Association desirable.

Must be bondable.

Knowledge, Abilities and Skills:

Thorough knowledge of the principles and practices of financial management with specific knowledge of the legal controls, methods and procedures of Massachusetts municipal finance laws.

Working knowledge of computer applications for financial management.

User knowledge of personal computers and Windows-based software programs, including word processing, spreadsheet and database applications; skill and ability to operate a personal computer and a variety of office equipment.

Ability to establish and maintain effective working relationships with Town officials, members of the banking and real estate community, governmental representatives, and the general public.

Ability to prepare accurate financial reports and records.

Ability to communicate effectively in written and oral form.

Ability to manage several projects at one time.

Ability to enforce and interpret regulations firmly, tactfully, and impartially.

Ability to maintain detailed, complete and accurate records.

Excellent communication skills; ability to communicate effectively, both orally and in writing.

Ability to organize projects, accomplish tasks and meet deadlines.

Ability to maintain the confidentiality of information.

Ability to coordinate office activities.

Ability to supervise, motivate and direct staff.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hand and arms. The employee is frequently required to sit, talk and hear.

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.