

TOWN OF UXBRIDGE
21 South Main Street
Uxbridge, MA 01569-1851
Phone 508-278-8606/8607

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NOTICE

POSTED: October 24, 2018
NOTICE: 1 Full-Time Job Opening
Hours: 37.50
CLASSIFICATION: Treasurer/Collector
GRADE: *N/A*
DIVISION: Finance Department
REQUIREMENTS: Per Attached Job Description
WAGE: \$50,000 - \$60,000
AVAILABLE: Immediately

APPOINTING AUTHORITY: Town Manager

All interested, qualified candidates should submit a letter of interest, along with a resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or email same to HR@uxbridge-ma.gov. Applications will be accepted until the position is filled.

Posted: Town Hall, Library, DPW, Fire Department, Council on Aging, Police Station

The Town of Uxbridge is an Equal Opportunity Employer

Treasurer/Collector

Definition:

The Treasurer/Collector is responsible for the oversight of a range of municipal finance functions including but not limited to tax collections, tax and utility billing, tax title, treasury, local revenue collections, cash management, payroll, employee insurance, investment of funds and the management of debt service. The employee is required to perform all similar or related duties.

Duties and Responsibilities:

Under the administrative direction of the Town Manager or his/her designee, the employee is responsible for establishing short-range plans and objectives, own performance standards and assumes direct accountability for department results. Employee consults with the supervisor(s) only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility:

The employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work. The employee is responsible for the supervision of four (4) full time employees and one (1) part time employee who works at the same location and on the same work shift.

Confidentiality:

The employee has regular access on a department-wide basis to confidential information such as official personnel files and client records obtained during performance of regular position responsibilities in accordance with the Commonwealth's Public Records Law.

Accountability:

The consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary losses, missed deadlines, jeopardize programs, and legal repercussions.

Judgement:

Work is performed based on administrative or municipal policies, state and federal law, general principles, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and

approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area's authority in interpreting the laws, regulations or guidelines, in determining how they should be applied and in developing the department's operating policies.

Complexity:

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment:

The work environment involves everyday discomforts found in a municipal office setting subject to frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Public Contact:

Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Occupational Risk:

Risk exposure to the employee is similar to that found in a municipal office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Receives and takes custody of all funds belonging to the town; prepares cash flow projections and evaluates the Town's cash requirements; establishes and determines short-term cash management practices and activities, makes short and long-term borrowing arrangements to ensure that an orderly cash flow is maintained.

Oversees all Town collection services related to real estate, motor vehicle excise, personal property, water/sewer bills; oversees perfecting of tax collections inclusive of dunning notices, contracted collection services, and tax takings; monitors the processing of, accounting for and maintenance of all collection records; responsible for the reconciliation of all receivables.

Provides for the receipt, deposit, accounting for and segregation of all department collected revenues; provides for the regular proof, reconciliation and reporting of all Town funds ensuring collection and disbursement according to attended purposes; verifies with the Town accountant to assure that the record of accounts are in agreement with the statement of collections and disbursements.

Manages all town debt service functions including producing debt schedules; issues short and long-term borrowing; reviews with financial advisor and Bond Counsel the wording, structure and amount of debt issued; determines and recommends the appropriate mix and timing of loans to ensure favorable market entry and that all required state and federal report requirements have been met. Processes and disburses municipal payrolls, including employee withholdings, contributions, deductions, tax reporting, and direct deposit.

Negotiates and recommends approval of treasury/collection third party arrangements.

Manages all Town trust funds including portfolio management in accordance with investment guidelines.

Responsible for the administration of the Town and school payroll including tax related reports, as well as the administration of employee insurance plans (health, dental, flex spending, disability, deferred compensation and life insurance).

Responsible for the processing of all claims for unemployment compensation including interacting with state unemployment regulatory agencies.

Prepares a wide range of financial reports including but not limited to the reconciliation of treasurer's cash, weekly or monthly report of receipts and balances, payroll deductions and input to the Town's Annual Report.

Prepares and administers the operating budget for the Treasurer/collector including debt service. Responsible for the preparation and processing of all bank deposits and the recording of all fund transfers and any other financial transaction.

Meets with and assists the public on a wide variety of financial topics (i.e. taxes, water bills, payroll and benefit questions etc.)

Education and Experience: Bachelor's degree in public administration or finance with five to seven (5-7) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Certification from the Massachusetts Treasurers/Collector's Association within six (6) years of appointment. Must be able to secure a public surety bond. Valid Class D Motor vehicle Driver's License.

Knowledge, Abilities and Skill:

Knowledge: Thorough knowledge of federal, state, and local laws, regulations, and procedures relating to the function of a municipal treasurer/collector; knowledge of accounting, collection work, payroll, personnel, borrowing and investing functions; working knowledge of computer financial and office software applications (i.e. payroll, payables, data base management, spreadsheet and word processing applications); knowledge of office procedures and equipment; knowledge of investing and dealing with investment firms for further assistance.

Abilities: Ability to communicate appropriately and effectively with people through spoken written, listening and reading skills; ability to learn and to train staff members; ability to budget and forecast revenue; ability to be bonded as both treasurer and collector; good judgment, common sense, and tact to deal with complex, sensitive issues. Ability to interpret and apply the Town's motor vehicle parking rules and regulations in an impartial manner.

Skill: Proficient computer skills, mathematical skills, recordkeeping and clerical skills; proficient written and oral communication skills. Effective management/supervisory skills; proficient problem solving and analytical skills as well as attention to detail.

Physical and Mental Requirements:

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 position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee may occasionally be required to lift objects such as books, office equipment, and computer paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include using a personal computer as well as other office equipment (i.e. copiers, fax machines etc.).

Visual Demands: Visual demands require an employee to constantly read documents for general understanding and analytical purposes. The employee is rarely required to determine color differences.

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.