



Town of Uxbridge
21 S. Main Street Uxbridge, MA
01569
Tel. 508-278-8600 Fax. 631-237-5422

NOTICE:

POSTED: October 20, 2021
NOTICE: Full-Time Job Opening
CLASSIFICATION: Treasurer/Collector
GRADE: N/A
DIVISION: Treasurer/Collector
REQUIREMENTS: Per attached job description
SALARY RANGE: \$32.90/hr. - \$47.00/hr.
ANTICIPATED START DATE: Open until filled
APPOINTING AUTHORITY: Town Manager

All interested, qualified candidates send cover letter, resume, three professional references, and the Town of Uxbridge application to Human Resources at 21 S. Main St., Uxbridge, MA 01569 or email to hr@uxbridge-ma.gov. Review of applications will continue until position is filled.

Posted: Town Hall, Library, Fire Department, Department of Public Works, Council on Aging, Police Station

The Town of Uxbridge is an Equal Opportunity Employer

TREASURER COLLECTOR

DEFINITION

Position is responsible for Town monies in regard to the performance of bank account reconciliations, monthly account balancing to the Accountant, funding warrants, transmitting wires, and managing revenue collections.

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.

- Directs the daily operations of the Treasurer Collector's Office. Prepares budget. Supervises staff members.
- Oversee all Town collection services. Receive and take custody of funds belonging to the Town. Prepare cash flow projections and evaluate cash requirements.
- Fund payroll and accounts payable warrants and transmit wires. Manage cash flow needs.
- Manage Town debt functions and determine short-term cash management practices and activities. Invest funds, and make borrowing agreements.
- Enter monthly bank reconciliations.
- Create reports including year-end cash reports, reports of receipts and balances, payroll deductions, and adds information to the Annual Report.
- Oversee the administration of employee benefits. Facilitate insurance negotiations with benefit consultants.
- Manage interactions between other Town departments and the department of the Treasurer Collector.
- Performs other related duties as necessary.

SUPERVISION RECEIVED

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts, which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations.

JUDGMENT AND COMPLEXITY

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principals, regulations, 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 for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines, in determining how they should be applied.

NATURE AND PURPOSE OF PERSONAL CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits and client records.

EDUCATION AND EXPERIENCE

High School diploma or equivalent, and 3 to 5 years of related experience; or any equivalent combination of education, training, certification, and experience. Must have Treasurer's Certification.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of payroll systems, State and Town regulations, policies, programs, and operations; knowledge of office management principles and practices and computer systems and equipment used by the department.

Abilities: Ability to perform bookkeeping, including payroll and accounts payable, posting and filing functions. Ability to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions; ability to maintain harmonious working relationships; work independently; maintain confidentiality. Ability to stay calm and deal tactfully, patiently and appropriately with all clients. Ability to multitask and prioritize.

Skills: Record keeping, bookkeeping, organization, oral and written communication and customer service skills.

WORK ENVIRONMENT

The majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.