

JOB TITLE: ASSISTANT TAX COLLECTOR/TREASURER
STATUS: NON-EXEMPT
CLASSIFICATION: ADM 5
BARGAINING UNIT: SEIU

Definition

Skilled administrative, bookkeeping, and technical work assisting the Tax Collector/Treasurer with the collection of tax monies due the town and the maintenance of tax title records; the receipt, posting, auditing and deposit of town funds; all other related work, as required.

Supervision

Works under the general direction of the Treasurer/Collector and in strict accordance with provisions of Massachusetts General Laws, the rules and regulations of the Department of Revenue, town policies, town bylaws, and relevant state, federal, and local regulations and standards.

Employee generally establishes own work plan and completes work in accordance with established departmental policies and standards; only unusual cases are referred to supervisor.

Performs various and responsible duties requiring the application of prescribed procedures in collecting taxes while exercising judgment and discretion in the interpretation and application of regulations and procedures.

Supervises one/two full-time employee(s).

Work Environment

Work is performed under typical office conditions; work environment is moderately quiet, with frequent interruptions. Work is subject to predicted seasonal fluctuations.

The employee operates standard office equipment.

The employee has frequent contact with other town departments and officials, attorneys, vendors, suppliers, mortgage companies and banks. Communication is in person, by telephone, and in writing.

The employee has access to department related confidential information, including official personnel files, payroll and tax title accounts.

Errors could result in monetary loss and legal 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.*

- Responsible for the mailing of all tax bills, including real estate, personal property, and excise taxes.
- Collects and processes tax payments; verifies weekly reports to Tax Collector/Treasurer and Accountant to ensure proper posting; Processes tax abatements; verifies accuracy.
- Answers questions from other departments and the public in person, by telephone and in writing to provide information and make referrals to other offices and agencies, as appropriate; explains tax collection procedures and regulations; assists taxpayers in understanding tax bills and related documents; explains departmental procedures.
- Processes paperwork to various departments and outside agencies related to tax payment and credits; Researches real estate tax records related to municipal liens; provides interested parties with status reports.

- Lists all outstanding taxes for prior years; assists with preparation for yearend audit; works with (Deputy Collector) to accomplish collection of all outstanding taxes and complete necessary paper work; works with payees in resolving the collection of bounced checks.
- Forwards correspondences related to tax titles, performs related functions, including calculation of interest and fees and preparation of deeds (Tax Taking Liens) for recording at the Registry of Deeds.
- Receives and processes departmental mail; prepares and processes department bills; processes vendor checks for mailing and reviews for accuracy
- Codes and enters cash receipts; reconciles cash and prepares deposits daily; reconciles bank accounts
- Prepares tax exemption certificates
- May take bids for municipal note sales
- Collects rent for town-owned properties
- Orders office supplies and schedules equipment repairs
- Responds to telephone requests for information
- Makes bank deposits and performs duties of the Tax Collector/Treasurer in his/her absence; in the absence of Payroll Clerk, performs all duties of that position. Acts as liaison with computer software vendor.
- Performs other similar or related duties as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Associates Degree (Bachelors preferred) in business, finance, or accounting with advanced training in computers; five years of progressively responsible accounting experience; experience in municipal setting and dealing with public strongly preferred; or an equivalent combination of education and experience.

Special Requirements

Must be bondable

Knowledge. Thorough knowledge of payroll processing, Massachusetts municipal finance laws, accounting and finance principles and practices. Thorough knowledge of office practices and procedures; working knowledge of department operations and functions.

Ability. Ability to maintain detailed and extensive records, and prepare informational and statistical reports from same. Ability to work effectively under time constraints to meet deadlines. Ability to deal tactfully and appropriately with the general public and town departments. Ability to complete arithmetic calculations with speed and accuracy

Skill. Excellent communication skills, both verbal and written. Excellent customer service, accounting, organizational, and related computer software skills.

Physical Requirements

Minimal physical effort required to perform duties under typical office conditions. The employee is frequently required to sit and talk or listen, use hands to operate equipment and occasionally lift boxes weighing up to 30 pounds. Visual requirements include the ability to read routine and complex documents and view a computer monitor.

This job description does not constitute an employment agreement between the employer and employee.