

TOWN OF EASTHAM, MASSACHUSETTS
POSITION DESCRIPTION – Treasurer/Collector

Department	Finance	Classification	Personnel Code, Grade 8	Date: January 25, 2022
Reports to	Finance Director	FLSA Status	Exempt	

Summary of Position

The position is responsible for the oversight of a range of municipal finance functions including but not limited to collection of real estate and personal property tax, utility bills (water, sewer, and solid waste) tax liens, excise and other charges. Responsible for local revenue collections, cash management, payroll, investment of funds, management of Town Meeting authorized debt service, and payables **disbursement**. The employee is required to perform all similar or related duties.

Supervision

Provided: Highly independent position working under the administrative direction of the Finance Director. Position requires the ability to plan and perform work and determine work methods required to meet the requirements of the office in accordance with relevant laws, regulations, policies, and standard practices, including, but not exclusive of, provisions of Massachusetts General Law; MA Department of Revenue guidelines and directives; and local policies and procedures. The position generally establishes own work plan and completes or oversees work in accordance with established departmental policies and procedures, or acceptable standards. The position is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions or guidance to resolve. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedure are discussed with supervisor, but ordinarily the position determines the sequence, timing, and performance of work. The position is expected to resolve departmental and function conflicts and coordinate with others where necessary. Work is generally only reviewed for technical adequacy on a periodic basis, for appropriateness of actions or decisions and for conformance with relevant laws, regulations, policies, or procedures.

Performed: 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.

Judgement: Work is performed based on administrative or municipal policies, general financial management principles, local ordinances, state and federal laws, regulations 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's authority

in interpreting laws, rules and regulations in determining how they should be applied, and in developing standard operating practices and related policies.

Work Environment

General: Work is performed in a municipal office setting subject to frequent interruptions. The position may occasionally be required to work beyond normal business hours to attend meetings or related functions. The position operates standard/common office and computer equipment and software applications. Receives training to operate specialized applications as utilized.

Environment & Occupational Risk: Light to moderate physical effort required to perform duties. Minimal physical effort associated with office duties. As such, duties present little potential for injury, minimal occupational hazard and has the level of occupational risk exposure associated with a municipal office environment having frequent contact with town employees and with others.

Contact: The position frequently interacts with co-workers, department heads, and employees in all departments in explanation of procedures and guidelines, and in the coordination and support of work. The position also interacts with the public, vendors and contractors, civic leaders, volunteers, and other local, state, and federal officials. Occasional contact with representatives of professional organizations, other communities, and the media. The position serves as a spokesperson and recognized authority of the department/functional area in matters of substance and/or considerable importance. The position must maintain a positive image of the Town and its managers and exercises significant courtesy, tact, discretion, and diplomacy in addressing and discussing controversial or sensitive matters.

Confidential Information: This position has access to departmental level confidential files, employee payroll files, as well as potentially sensitive investigative reports. Has access and information relative to collective bargaining, lawsuits, and personnel actions.

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.

Errors could result in missed deadlines, adverse public relations, delay or loss of services, personnel conflict within the organization, adverse impacts to employees, legal repercussions, and monetary loss.

Primary Duties & Essential Functions

The essential functions or duties listed below are intended only as an illustration 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 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.

TOWN OF EASTHAM, MASSACHUSETTS
POSITION DESCRIPTION – Treasurer/Collector

- Oversees all Town collection services related to real estate, motor vehicle excise, parking tickets, personal property, and utilities (water, sewer and solid waste); 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.
- 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; 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 legal requirements have been met.
- Processes and disburses municipal payrolls, including employee withholdings, contributions, deductions, tax reporting, and direct deposit.
- Oversees and supervises accounts payable check processing and reconciliation.
- Negotiates and recommends approval of treasury/collection third party arrangements.
- Manages all Town trust fund banking including portfolio management in accordance with Town investment guidelines and state laws.
- Prepares reports including reconciliation of the Town Treasurer’s cash, weekly or monthly report of receipts and balances, payroll deductions and input to the annual report.
- Responsible for the administration of employee benefits including but not limited to health insurance, leave accrual and retirement etc.
- Prepares and administers the operating budget for the department including debt service.
- Required to attend training seminars or workshops in order to stay abreast of changes in local, state or federal regulations/laws and standard operating procedures.
- Performs all other related work as may be required or assigned.

Recommended Minimum Qualifications

Education & Experience:

- Bachelor’s Degree in accounting, business administration, or closely related field;
- At least 5 years of professional accounting experience of which at least 2 years is in a municipal setting;
- Demonstrated experience with financial management systems and common financial software applications;
- Demonstrated learning specifically applicable to Massachusetts municipal finance;
- Or any combination of education and experience demonstrating equivalence.

Special Requirements: Certification from the Massachusetts Treasurers/Collector’s Association and be certified in both the treasury and collection function within three (3) years of appointment. Must be able to be bonded.

Knowledge, Skills & Abilities:

Knowledge of:

- Federal, state, and municipal laws, regulations, and procedures relating to the function of a municipal treasurer/collector;
- Accounting, collection work, payroll, personnel, borrowing and investing functions;
- Massachusetts municipal budgetary practices, including Proposition 2 ½, calculation of tax levies and process and forms associated with setting a tax rate.
- Automated financial management systems, specifically those used by the Town at any time.

TOWN OF EASTHAM, MASSACHUSETTS
POSITION DESCRIPTION – Treasurer/Collector

- Financial reporting and analysis practices, techniques, and presentation.
- Municipal organizations, departments, departmental operations, and services and activities of a comprehensive financial management program.
- Typical/standard office procedures, equipment, technology, and applications.

Skilled in:

- Accuracy in working with numbers and details.
- Customer service (internal and external) and handling confidential and sensitive matters.
- Data processing, word processing, spreadsheet, data, graphic and presentation applications, and relevant computer and software application skills necessary to be effective in the position.
- Financial and office administration and coordination
- Project and/or program development implementation and coordination.
- Organizational, interpersonal and communication necessary to be effective in the position.
- Researching position relevant issues and providing advice and recommendations thereon.
- Financial analysis and projections, and interpretations of results

Ability to:

- Assume direct accountability for departmental functions and results. Including the development of departmental goals, objectives, and procedures.
- Serve as a partner with all departments on matters related to departmental and town-wide financial management. Including supporting the Finance Director and Town Administration with relevant and timely information to assist with policy and decision making.
- Prepare required financial reports, financial analysis, and financial projections, and communicate results.
- Examine, analyze, interpret, and verify complex financial documents, financial statements, and reports.
- Exercise confidentiality, discretion, and good judgement, including the ability to delegate, assign, prioritize and review work of the department.
- Appropriately prioritize multiple tasks, complete work in a timely manner and meet deadlines.
- Take initiative and work independently, take direction and input from a variety of sources, as well as supervise, train, and mentor subordinate staff.
- Problem solve and apply requirements provided by applicable guidance to the situation.
- Interpret laws, regulations, policies, procedures, and guidance firmly, tactfully, and impartially, while maintaining flexibility to compromise and reach consensus, where possible.
- Interact in a positive and effective manner with persons at all levels.
- Communicate effectively, professionally, and maintain cooperative relationships with elected officials, town staff (peers, supervisors, subordinates), vendors and contractors, and the public.
- Learn and adapt to changes in accounting and/or compliance requirements and to software applications utilized by the Town.
- Conduct research, analyze information, and prepare reports and present results.
- Communicate results and recommendations in written and oral form and in presentations
- Organize and maintain confidential, financial, and standard files and records.

Physical & Mental Requirements

Minimal physical demands are required to perform the primary duties and essential functions of the position. The position frequently requires one to sit or stand to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms. Occasional lifting, pushing, or pulling of objects such as books, office equipment, and boxes approximating 20 pounds.

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The position requires the application of basic motor skills and the ability to speak and hear to operate office equipment, computers, applications and to communicate. Vision requirements include the ability to read, analyze documents, and use of screens for performance of job tasks, research, communication, and analytical purposes.

The position requires the mental capacity necessary to permit sound decision making and judgement; evaluate effectiveness of programs and personnel; recommend necessary changes to policies and practices; and performing complex financial analysis and computations.

This position description does not constitute an employment agreement between the Town and employee and is subject to change by the Town as the needs of the Town, and the requirements of the position, change.