



## Job Description

Position: Treasurer/Collector  
Primary Location: Town Hall  
Employment Status: Full-time, Salaried, Exempt, Grade 12  
Reports To: Finance Director  
Description Updated On: March 28, 2024

### Summary/Objective

Responsible for the planning, directing, managing, and overseeing of the Town's treasury and collection responsibilities, specifically to bill, collect and invest all monies due to the Town; provide timely disbursement of all payrolls and associated federal and state reporting requirements; disburse all payables and warrants for payment to vendors; reconcile checks and bank accounts, and issue all authorized debt.

### Essential Functions Treasurer

- Provides administrative direction and coordination for financial and various non-financial activities of the Town including: the receipt of all funds; investment and/or management of surplus cash; allocation of available funds; reporting of all funds; debt management, including policy development.
- Develops, manages, and maintains an accounting system (Budget Sense) for the collection and processing of financial data needed by management and others for effective control and decision making and to ensure that all financially relevant transactions and events are properly identified, measured, classified, recorded, and reported. Manages the administration of various transaction cycles and accounting transactions. Designs and implements an effective internal control structure that supports management decision making, supplies information needed for external financial reporting, safeguards assets from theft or misuse, and provides the information needed to demonstrate compliance with legal requirements. Maintains appropriate controls over the annual appropriated budget that ensures properly authorized transactions, segregation of incompatible duties, maintenance of records and documents, controls access to assets and records, and allows for periodic independent checks on performance.
- Prepares financial statements that report on the Town's financial position, results of operations, and cash flows for review by the Finance Committee, banks, bond companies and the IRS. Files disclosures annually with the IRS and SEC.
- Conducts cash management activities to ensure maximum cash availability and maximum investment yield including receipt and deposit of cash and negotiable payments, custody of monies and securities of the Town, and disbursement of funds upon proper authorization. Liaisons with financial institutions regarding investment of cash in statutorily permissible instruments, cash budgeting and forecasting, and short-term borrowing. Oversees the receipt, safekeeping and investment of all Town money as authorized by Town By-laws, investment policies of the Town, and statutes of the Commonwealth of Massachusetts.

- Analyzes interest rate change implications as relates to the investment of all Town funds and makes changes to the funds as appropriate.
- Develops and administers comprehensive financial policies to ensure fiscal planning and management, sound financial management, fiscal integrity, and fiscal stability.
- Prepares special financial reports to comply with state and federal reporting requirements.
- Develops and manages departmental operating and capital budget.
- Ensures effective property tax title and tax foreclosure procedures in accordance with state general laws and regulations. Maintains accurate detail on outstanding delinquent taxes and provides payoff figures and redemption certificates; negotiates payment plans; acts as auctioneer for sale of tax possessions; maintains accurate list of tax possessions; records disposition of property and determines if properties are to foreclose through land court or sell at auction.
- Administers the Town payroll; oversees the accuracy of all payroll deductions and related tax reporting; reviews payments of Town health, life, reinsurance, and dental insurance contracts with Human Resources Director.
- Issues, in accordance with state law and the Town by-laws, short- and long-term debts; monitors and invests borrowed funds in accordance with state and federal regulations.
- Manages, maintains, and controls revenues and expenditures from each Town fund, reporting the assets, liabilities, equity, and performance of the fund.
- Attends Select Board and Finance Committee meetings to report on the Town's financial condition and makes recommendations on financial strategies.
- Assists in preparation of finance related Select Board agenda submissions. Prepares analysis and makes recommendations to the Select Board for collective bargaining regarding the cost of contribution levels.
- Reviews pending legislation that may impact municipal operations.

#### **Essential Functions Collector**

- Accepts all commitments, abatements, and exemptions from the Board of Assessors office, collects all the Town's real estate, personal property, excise, supplemental, and other tax bills.
- Administers all municipal lien certificates including sewer, water, and income and expenses liens.
- Plans, schedules, and implements the issuance of demands and warrants on real estate, personal property, and excise taxes. Initiates the tax title process.
- Creates and maintains a cash book and commitment book for all tax levies and deposits for daily operations.
- Reconciles all bank statements for the department.
- Prepares and submits all necessary filings with the Commonwealth of MA, US Department of Commerce and US Census Bureau.
- Prepares, submits, and reviews all files to the Deputy Collector for all tax billings including unpaid excise taxes.
- Prepares all outstanding property tax reports for Legal department and coordinates small claims filings.

#### **Required Qualifications, Education, and Experience**

Bachelor's degree in Public Administration or Finance with a minimum of seven (7) years' specific Town Treasurer 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. Must obtain certification from the Massachusetts Treasurers/Collector's Association within three (3) years of appointment and must be able to be bonded.

#### **Preferred Qualifications, Education, and Experience**

- Master's Degree in Public Administration or Finance

## **Knowledge, Skills and Abilities**

- Thorough knowledge of federal, state, and municipal laws, regulations, and procedures relating to the function of a municipal treasurer; knowledge of accounting, collection work, payroll, borrowing, and investing functions; working knowledge of spreadsheet applications and word processing; knowledge of office procedures and equipment; knowledge of investing and dealing with investment firms.
- Proficient in mathematical, recordkeeping, and written and oral communication skills. Effective problem solving and analytical skills.
- Ability to budget and forecast revenue; must have good judgment and be diplomatic while reporting on complex and sensitive issues.

## **Physical and Mental Job Requirements**

- 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. There may also be some occasional lifting of objects such as office equipment.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a dept's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Communicate in-depth information for the purpose of interpreting, and/or negotiating
  - Memorization/concentration
  - Learning/knowledge retention
  - Preparing/analyzing numerical figures
  - Analyzing/examining/testing data
  - Emotional/behavioral self- regulation
  - Interacting with others

## **Work Environment**

- The functions of this role are conducted in an office environment.

## **Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 35 per week are required.

## **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual

orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodation required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_