

Town of West Tisbury, MA

POSITION: Treasurer/Collector

DEPARTMENT: Administration

Position Purpose:

The purpose of this position is to perform professional administrative and technical work involving the receipt, custody, disbursement, investment, and borrowing of funds, and for the preparation of related records and reports. Department administration includes the management of all Town funds, payroll, benefits management, investments, billing and collection of all real estate and motor vehicle excises taxes and other revenues due to the Town, the tax title and foreclosure process, borrowing, budgetary and town-wide capital management. Performs certain management processes related to retirement, payroll and benefits. The incumbent performs all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex and technical nature requiring independent professional judgment and initiative in the planning, administration and execution of the department's services, in the interpretation of applicable laws, regulations and procedures. Performs a variety of responsible functions within the guidelines established by statute and professional standards.

Supervision Received: Work is performed under the administration and policy direction Board of Selectmen with duties and responsibilities defined by the state laws, town policies and town bylaws. Assumes direct accountability for departmental results. The employee has authority to make decisions with regard to the department, and informs the Board of Selectmen and other Town officials, the public and state officials of departmental work program progress, issues of concern to the Town and office initiatives being undertaken.

Supervision Given: The employee is responsible for the direct supervision of both a staff employee and subcontracted service providers including the hiring, setting of department goals and objectives assignment of work, regular checking and reviewing the accuracy and completeness of work assigned and annual evaluation of performance.

Job Environment:

Administrative work is performed under typical office conditions, work environment is moderately noisy. Work includes regular trips to local banks, meetings in other locations on-island and occasional meetings and trainings off island.

Operates an automobile, computer, calculator, copier, facsimile machine, telephone and other standard office equipment.

Makes frequent contact with the public, State officials, other Town departments/boards/committees, town retirees, bank representatives, health insurance representatives, payroll and retirement representatives and vendors. Has access to department-related confidential information regarding employee benefits.

Errors could result in delay, confusion or loss of service, major financial losses, deterioration of the Town's financial position and could have legal ramifications.

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.)

Receives all money belonging to the Town and expends and accounts for it according to the order of the Town's authorized officers and Massachusetts General Laws; is authorized to pay any bill of all municipal departments, following town policies and regulations.

Serves as custodian of all Town funds; ensures funds are adequate to meet current obligations; manages funds to ensure that all obligations can be paid in a timely manner; and is continually aware of the Town's cash position, depositing cash receipts weekly and reconciling all bank accounts.

Processes payroll for the Town; withholds employee contributions for retirement of Town employees; assures eligible participants are afforded applicable insurance coverage and that appropriate withholding is made from payroll; and assures that retiree payments are collected for the group insurance plan.

Acts as the remitting agent for federal and state withholding taxes, retirement programs, health programs, insurance plans, unemployment insurance, deferred compensation, and voluntary benefits. Pays out and accounts for all payroll and personnel deduction amounts to the appropriate vendors or tax entities.

Represents the Town on matters of borrowing brought before State and Federal authorities and rating agencies. Directs, oversees and maintains records of all long-term and short-term borrowing of the Town; reports transactions and status to State and Federal authorities as required; including annual continuing disclosures.

Acts as a member of the Town's Financial Management Team, Capital Improvements Planning Committee, Dukes and County Retirement System Advisory Committee. In these capacities, promotes and facilitates both short- and long-term planning, particularly for financial matters and capital projects.

Maintains department records, including those related to employee earnings and benefits, tax billing and collection, tax title, and debt, in accordance with federal and state records retention requirements.

Maintains tax title accounts; if redeemed, prepares a certificate of redemption; if not redeemed, works with tax title counsel to initiate foreclosure proceedings in the Land Court and other statutorily authorized procedures.

Serves as the contact with the public for matters regarding the Treasurer's office, in order to receive and provide specific information, to check and confirm information or data, and to otherwise facilitate and accomplish the duties and objectives of the department. Regular contacts include all other Town departments, banks, financial and lending institutions, federal and state agencies, insurance agents, third party administrators, and retirement agencies. Contacts are made in writing, in person, via e-mail, and on the telephone.

Acts as Custodian of foreclosed properties for the Town.

Prepares various reports on a weekly, monthly, quarterly, or annual basis relative to cash reconciliation, receipts and balances, payroll deductions, statements of debt and repayment schedule, and trust funds to local, state, and federal agencies. Reconciles cash and receivables with the Town Accountant on a monthly basis.

Prepares and administers departmental budgets.

Serves as an appointed official and department head who must carry out full scale management responsibilities for the department, making certain that the department's legal responsibilities are completed with accuracy and on time, and ensuring that the work program of the department is accomplished. The position's responsibility is to ensure that payroll processing, benefits management, cash and investment management are of the highest quality, to ensure bond rating stability, and that tax bills are issued and collected promptly for optimal cash flow.

Stays abreast of changes in Federal, State, and Local laws and is engaged in all means of continuing education available so as to enhance the performance of his/her responsibilities and duties to the benefit of the Town.

Prepares and issues all required real estate, personal property, excise and any other tax bills in accordance with Massachusetts General Laws and guidelines, including verifying the accuracy of warrants and producing or obtaining proof of mailing records.

Collects all taxes as set forth in the warrants received from the Assessors, calculates and assesses all interest and fees due, and maintains accurate records and control of all taxes receivable by year and levy type. Follows processes for pursuing delinquent taxes as set forth in Massachusetts General Laws, including the processing of real estate tax liens and flagging of motor vehicle excise bills. Processes abatements and exemptions from the Assessors and regularly monitors receivables for any refunds resulting from abatements or overpayments.

Investigates and reviews all returned bills for owner address changes, and other necessary corrections to ensure prompt collection of taxes.

Contracts with subcontractors as necessary to provide lockbox tax receipt services, deputy collector services for excise tax bills, tax bill printing and mailing services, online bill pay services and tax collection software. Monitors, supervises and ensures the accuracy of these subcontracted services.

Ensures the department, including staff, provides accessible and courteous customer service in person, by phone and email to assist taxpayers in the prompt payment of their bills. Provides training and assistance to staff in the performance of their responsibilities.

Advises the Board of Selectmen and other permit and license granting departments of delinquent taxpayers to enhance the collection of payments. Prepares Municipal Lien Certificates as requested for sales, refinancing and transfers of property, exercising great care as errors may result in monetary consequences.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in Financial Management, Accounting, Business Administration, or a related field; three to five years of progressively responsible municipal experience in accounting or financial management; or any equivalent combination of education and experience.

Special Requirements:

Must be bondable with a surety company authorized to conduct business in the Commonwealth of Massachusetts

Possession and maintenance of a valid Massachusetts Driver's License.

Must obtain and maintain certification from the Massachusetts Collectors and Treasurers Association (MCTA) as both a Treasurer and a Collector within five years of original employment.

Must obtain and maintain training for ISO-700 MMS and ISO-100 ICS FEMA, in accordance with the Town's emergency management plan.

Knowledge, Ability and Skill:

Knowledge. Thorough knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance.

Strong knowledge of computer applications for financial management.

Thorough knowledge of the Massachusetts laws regarding municipal finance.

Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws.

Comprehensive knowledge of GAAP and UMAS.

Ability. Ability to establish and maintain cooperative relationships with other town employees and officials and governmental representatives, as well as the general public.

Ability to communicate effectively in written and oral form.

Ability to analyze and interpret financial data and to present findings clearly.

Ability to represent the Town effectively in important financial areas which could have considerable impact on current and long-range economic conditions within the Town.

Ability to perform multiple tasks.

Skill. Extensive skills in the operation of computerized accounting software or other spreadsheet software and internet/e-mail communication.

Physical 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 essential functions.

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 30 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens and spreadsheets for extended periods of time.

(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.)