

Town of West Tisbury, MA

POSITION: Assistant Treasurer/Collector DEPARTMENT: Treasurer/Collector

Position Purpose:

The purpose of this position is to assist in the management of all office functions for the Treasurer/Collector department, and to act on behalf of the Treasurer/Collector in his/her absence; performs all other related work as required.

Supervision:

Supervision Scope: Performs responsible duties of a professional nature, requiring independent judgment and initiative in assisting with the administration of the Treasurer/Collector department in accordance with state and local statutes and regulations, as well as department and town policies.

Supervision Received: Works under the direction of the Treasurer/Collector. With general direction, the employee is expected to plan and carry out the regular work in accordance with office standards, practices, and training, with responsibility for determining the relative sequence and timing of activities, and expected to resolve most problems of detail or unusual situations through experienced judgment and/or interpreting instructions.

Supervision Given: None.

Job Environment:

Administrative work is performed under typical office conditions. Work environment is moderately noisy.

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

Employee has frequent contact with the public 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, federal and state agencies, insurance agents, third party administrators, and retirement agencies. Contacts are made in writing, in person, via email and on the telephone.

Has access to department-related confidential information, particularly regarding payroll and 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 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.)

Acts as the initial contact for the department, and other finance departments, with the general public as well as other agencies and departments.

Collects and processes money received on behalf of the Town and accounts for it in the accounting system, Treasurer's cash book and the tax collection software as applicable. Makes deposits in appropriate bank accounts.

Processes daily tax receipts files from online bill paying and lockbox subcontractors. Reviews lockbox file exceptions and makes appropriate corrections for processing

Troubleshoots questionable payments (excise late payments, checks received without proper documentation, etc.)

In the absence of the Treasurer/Collector, is authorized to pay any bill of all municipal departments and is continually aware of the Town's cash position.

Assists with banking relationships, reconcile bank accounts; review payables and approve payments; initiate ACH and wire transfers.

Prepares various reports on a weekly, monthly, or quarterly basis relative to cash and receivables reconciliation, receipts and balances and assists the Treasurer/Collector with monthly reconciliation of cash and receivables with the Town Accountant.

Assists the Treasurer/Collector with the maintenance and processing of tax title accounts.

Processes biweekly payroll for the Town; withholds employee contributions for retirement, insurance and other benefits of Town employees. May act as the remitting agent for federal and state withholding taxes, retirement programs, health plans, insurance plans, unemployment insurance, deferred compensation, and voluntary benefits.

Processes and distributes payroll and vendor checks and ACH on a bi-weekly basis.

Assists the Treasurer/Collector with the maintenance of 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.

Assists the Treasurer/Collector with preparing and issuing 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 obtaining proof of mailing records.

Assists the Treasurer/Collector with collecting 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. Processes abatements and exemptions from the Assessors and regularly monitors receivables for any refunds resulting from abatements or overpayments; issues refunds if no other outstanding bill exists. Investigates and reviews all returned bills for owner address changes, and other necessary corrections to ensure prompt collection of taxes.

Prepares, signs and mails Municipal Lien Certificates requested by attorneys and financial institutions.

Collaborates with the Deputy Tax Collector to resolve delinquent excise tax bills. Analyzes and reconciles the Town's outstanding excise tax bills with the deputy tax collector's outstanding tax bills. Advises the Deputy Tax Collector of any discrepancies.

As directed by the Treasurer/Collector, may be assigned duties coordinated with other Town financial departments as time permits, including but not limited to: For the Town Accountant, General Ledger coding and data entry of accounts payable bills submitted from Town departments and committees for bi-weekly bill warrant processing.

Suggests improvements for the most accurate and efficient processing of the department's tasks and responsibilities. Updates department procedures and adheres to current stated policies.

Works on special projects. Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience: Associate's Degree in financial management, business, accounting or related field, Bachelor's Degree preferred; plus a minimum of three years' responsible financial management experience, preferably in municipal government; or any equivalent combination of education and experience.

Special Requirements:

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

Possession of a valid Massachusetts Driver's License.

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

Knowledge, Ability and Skills:

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.

Ability. The ability to work independently, in a timely and accurate manner, solve problems, analyze and interpret financial information.

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, using discretion, tact and clarity, particularly in relating to taxpayers and employees..

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

Ability to incorporate facts and knowledge in many aspects of municipal finance to resolve complex issues and problems as they arise in a timely manner. Ability to perform and manage multiple concurrent tasks.

Skill. Extensive skill in computerized accounting software, Excel or other spreadsheet software and internet/email communication.

Strong analytical skills and accuracy working with numbers and details.

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.)