

**Town of Natick
Job Description**

Position Title:	Assistant Treasurer/ Collector	Grade Level:	<u>33</u>
Department	Treasurer/Collector	FLSA Status	Exempt
Reports to:	Treasurer/Collector		

Statement of Duties: The Assistant Treasurer/~~Collector~~ is responsible for assisting the Treasurer/~~Collector~~ with the oversight of ~~the collection, recording, reconciling and posting of real estate, motor vehicle excise, and personal property taxes; the cashbook, managing the Town's cash~~ as well as, reconciling ~~daily receipts bank accounts, issuing of all bills~~ and other related duties as assigned. ~~In addition, the position is responsible for the daily supervision of staff, as well as oversight of standard operating procedures.~~

Supervision Required: The employee works under the direct supervision of Treasurer/~~Tax~~ Collector.

Supervisory Responsibility: This is ~~normally~~ a supervisory position, in which the incumbent gives work assignments and directions to others, trains them in technical aspects of work, evaluates their performance and checks work for completeness and accuracy. Occasionally, incumbent will act for and in the absence of the Treasurer/~~Tax~~ Collector.

Accountability: This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

Judgment: Individual judgment and the application of professional knowledge and experience is required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work involves varied and extensive assignments, requiring the application of different concepts and ~~techniques, techniques~~ relating to a technical area of work. Assignments normally involve an e-valuation of factors, conditions and circumstances. Incumbent is responsible for gathering, analyzing facts and data.

Confidentiality: Individual judgment and the application of professional knowledge and experience is required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: Work is performed in a traditional office setting. There is a normal amount of sitting, standing and walking. Physical demands are in the nature of moderate lifting. Stress may also be involved in efforts to meet imposed ~~dead-lines~~ deadlines.

Nature and Purpose of Contacts: Most professional contacts are with superior and co-workers for the purpose of giving, receiving or exchanging information, OR, in the case of ~~lower level~~ lower level clerical employees, to provide guidance and assistance. A great many contacts are with ~~tax payer~~ taxpayers and representatives of taxpayers for the purpose of responding to inquiries and complaints.

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Occupational Risks: Risk exposure is similar to that typically found in an office environment.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Assists the Treasurer ~~/Tax~~ Collector in the performance of all duties relating to ~~the collection of taxes, fees and other monies due to the town~~ cash management. Maintains the Cash Book and bank reconciliation.
- May be assigned responsibility for a variety of functions of the office, such as: the verification and reconciliation of taxes, including the posting, proving and maintenance of records and control accounts.
- ~~• May process delinquent accounts, providing follow-up to see to it that the monies are paid or seeing to it that proper steps are taken to effect a municipal lien, and occasionally taking steps for the taking of property through legal channels.~~
- Provides work guidance and assistance to ~~another clerical worker~~ technical specialists and administrative assistants ~~clerical staff within the office~~, overseeing ~~his/her~~ their work, and making certain that all work is accurate, complete and meets designated deadlines.
- Communicates directly with taxpayers and representatives of taxpayers at the counter, by mail and by phone, answering inquiries and complaints, and generally seeing to it that all pertinent information is properly transmitted.
- ~~• Traces property owners and others when mailing addresses do not reflect current forwarding addresses, in order to forestall delinquency or land taking; prepares appropriate legal documents to remove existing liens on property.~~
- Oversees monies received and checks cash drawers, balancing out cash daily; prepares payroll and information relating to budgetary requests.
~~Prepares documents pertaining to tax titles, seeing to it that appropriate interest charges are added, preparing lien certificates, and generally performing those assignments to protect the town's interest in securing proper payment of bills.~~
- ~~• Prepares and responses to Public Record requests.~~
- Maintains the cash budget to ensure 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 daily and reconciling all bank accounts.

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- Prepares various reports on a weekly, monthly, quarterly, or annual basis relative to cash reconciliation, receipts and balances and trust funds for local, state, and federal agencies.
- Assists the Treasurer/Collector with managing the Town's cash flow.
- Acts as the Deputy Parking Clerk.
- Performs other related duties of the position, as required.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in accounting or business administration 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.

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- Not less than three (3) years of progressively responsible work in bookkeeping or accounting prior to appointment to the position.
- Have not less than three (3) years of progressively responsible work experience in an office performing complex accounts maintenance responsibilities.
- Candidate must be able to demonstrate the required knowledge, skills and abilities to perform this work.

Knowledge, Abilities and Skill

Knowledge:

- Considerable knowledge of accounting principles and practices.
- Working knowledge of the legal requirements and regulations governing municipal financial operations and tax collection procedures.

Abilities:

- Ability to attend to a significant amount of details, such as: computing, posting, proving and reconciling data in order to prepare financial statements and reports.
- Ability to prepare financial statements and correspondence, setting up materials and data in proper formats.
- Ability to make arithmetic calculations and to computer varying interest charges, with accuracy.
- Ability to provide training and guidance to others, coordinating work assignments effectively.
- Ability to establish and maintain harmonious relationships with others, especially co-workers, employees of other departments and members of the general public.

Skill:

Physical and Mental 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

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position's essential functions.

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Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties require minimal motor skills associated with operating equipment.

Visual Skills:

- Ability to see and read.

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