



ASSISTANT TREASURER/COLLECTOR/TREASURES OFFICE

The Town of Medway is seeking an Assistant Treasurer/Collector. The Assistant Treasurer/Collector performs financial and administrative work to assist the Town Treasurer/Collector with the operations of the department.

Key Responsibilities:

- Oversee and coordinate the collection process; collect real estate, excise, personal property, and boat taxes, and other payments; ensures that bills are sent to customers by coordinating work with the printer and the Registry of Motor Vehicles; create reports.
- Collects taxes and other payments and posts to accounts; reconcile and turn over daily receipts; troubleshoot problems pertaining to receivables; make adjustments.
- Process daily bank deposits; prepare and process Municipal Lien Certificates; reconcile accounts; reconcile receivables and cash with the Town Accountant, including taxes and other payments.
- Wire funds to proper accounts to process payables, including payroll and vendor payments; provide assistance to customers and receive payments.
- Process department payables; oversee the work of Senior Volunteers; provide information and assistance to employees and retirees.
- Perform additional duties and provide direction in the absence of other staff.
- Oversee the Department and supervise employees, in the absence of the Treasurer/Collector.
- Perform similar or related work as required, directed, or as situation dictates.

Qualifications:

- Associate's degree in accounting, financial management, or a related field; bachelor's degree preferred;
- Three years of professional accounting experience; municipal experience preferred; some supervisory experience desired; or an equivalent combination of education and experience.
- Knowledge of office procedures, accounting principles, payroll and benefits systems, and the organization and operation of Town departments.

- knowledge of information technology as applied to financial management.
- Ability to maintain financial records, work effectively under time constraints to meet deadlines, work independently, and establish and maintain cooperative relationships with Town employees and vendors.

Schedule: 37 hours per week.

Please send a resume, cover letter, and Employment Application to the Human Resource Manager, Joyce Sheehan at jsheehan@medwayma.gov or Medway Town Hall, 155 Village Street, Medway, MA 02053. The Application can be found here [Application](#)
For more details about the position, click here: [Job Description](#)

Date of Posting: October 6, 2026
Hiring Salary Range: Grade 9 \$32.84 - \$38.03 per hour
Full Salary Range: Grade 9 \$32.84 - \$43.13 per hour
Closing Date: Open Until Filled

The Town of Medway is an Equal Opportunity Employer.