



Town of Danvers Position Description

Title: Treasurer/Collector	Classification: Management	Union Status: Non-Aligned
Department: Treasurer/Collector	Grade: M-3	
Reports to: Finance Director	Department Director: Finance Director	
Effective Date:	FLSA Status: Exempt	

GENERAL SUMMARY:

In accordance with M.G.L. Chapter 41U and under the general direction of the Finance Director, performs professional, supervisory and administrative work in the day to day management of the Treasurer/Collector's Office for the Town of Danvers. Performs a range of municipal treasurer and financial functions including, but not limited to tax collections, tax and utility billing, tax title, local revenue collections, cash management, management of debt service and payables disbursement.

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 Town funds; makes deposits and reconciles statements; transfers funds; responsible for the disbursement of payroll and vendor payments.
- Responsible for cash management; monitors cash flow and arranging temporary borrowing as necessary; manages the Town's receivables.
- Responsible for the investment of Town funds (including stabilization and trust funds) and follows all local, State, and Federal laws with a focus on safety, liquidity, and yield as appropriate.
- Reconciles monthly bank statements with the cash book. Works with the Town Accountant to ensure cash and receivables are reconciled with the general ledger.
- Prepares monthly, quarterly, and annual reports as required by the local, State, and Federal law. These include, but are not limited to, Federal Form 941, documentation for independent auditors, and year-end filings with the Department of Revenue.
- Supervises the billing and collection of all real estate, personal property, and motor vehicle excise taxes. Answers and resolves taxpayer inquiries.
- Manages the Tax Collection: Real Estate, Personal Property and Motor Vehicle collection and monitors receivables. Prepares demand notices and warrants to be issued by deputy collector. Responsible for overseeing and coordinating with third-party vendor for online payments. Corresponds with taxpayers regarding unpaid balances.
- Oversees issuance of municipal lien certificates; initiates tax title and foreclosure proceedings; acts as custodian of tax title properties.
- Responsible for the Town's debt management, including but not limited to the preparation of all papers for short and long-term debt; issuing bonds and notes; and updating the official statement and other credit issuing papers.
- Directly responsible for ensuring that outstanding debt is paid on time and in accordance with State Law.
- Oversees all administrative functions; directs the daily operations of the Treasurer/Collector's office.
- Develops and/or adopts new techniques to improve effectiveness of the department. Promulgates and issues policies, procedures, and direction, written and oral, covering all departmental functions not inconsistent with their powers, duties and responsibilities.
- Performs other similar or related duties, as required or as situation dictates.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Management, Accounting or related field. Master's degree in Business and/or Public Administration preferred. 5-7 years in municipal government with strong experience in financial management and customer service, experience in a supervisor capacity, or any equivalent combination of education, training, and experience.
- Certified Massachusetts Treasurer/Collector is highly desirable. Ability to be bonded required.
- Valid driver's license.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

KNOWLEDGE, ABILITY AND SKILL

Knowledge: Complete working knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance. Thorough knowledge of office procedures, practices and terminology. Working knowledge of town operations. Knowledge of office equipment and the operation of computer software applications. Rules and regulations promulgated by DOR & Secretary of State as well as working knowledge of MGL in areas of expertise.

Ability: Ability to communicate effectively and efficiently verbally and in writing and to work effectively under time constraints to meet deadlines. Ability to coordinate and to establish and maintain effective working relationships with the general public, banking institutions, real estate professionals, legal counsel, vendors, contractors, other city employees and elected officials. Ability to analyze and interpret financial data and to present findings clearly. Ability to supervise and lead subordinates effectively. Ability to work with people of diverse personalities. Ability to problem solve and work independently.

Skills: Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications such as MUNIS, VRIS, Admins and Microsoft Office products. Aptitude for numbers and details. Excellent organization, planning, management and analytical skills. Skill in all of the above listed tools and equipment.

SUPERVISION

Received: Works under the policy direction of the Finance Director, and in accordance with the applicable provisions of the Massachusetts General Laws.

Exercised: Responsible for the supervision and performance of all people within the department and operating units under their director and control.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Job Environment

- Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.
- Makes frequent contacts with the general public, department heads, the accountant's office, attorneys, banks, and mortgage companies. Contacts are in person, in writing, and by telephone and via standard reports.
- Has access to department-level and Town-wide confidential information; the application of appropriate judgment, discretion, and professional office protocols is required.
- Errors could result in significant confusion and delay, loss of department services, and have financial repercussions; exposure to certain legal liabilities.
- May be required to work additional/extended hours from time to time.

Physical Requirements

(The physical demands described 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.)

Regularly required to walk, stand, sit, talk, and hear; Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

NOTICE:

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

Approved by:



Human Resources Director

July 8, 2020
Date

Received by:

Employee

Date

Human Resources

Date