

TOWN OF STOUGHTON
TOWN TREASURER/COLLECTOR

Department:	Treasurer Collector	Date:	9-26-2023
Reports to:	Town Manager	Hours Worked:	35
FLSA Status			

Statement of Duties

Professional management, administrative and supervisory work involving the collection, receipt, expenditure and custody of all municipal funds, the borrowing of money, and the custody of tax title properties; all other related work, as required.

Supervision

- As an appointed official, works under general administrative direction of the Town Manager in accordance with applicable Massachusetts General Laws. Performs a variety of responsible functions within the guidelines established by statute and professional standards.
- Employee functions independently, referring specific problems to Supervisor only where clarification or interpretation of department policy or procedure is required. Performs highly responsible functions of a complex nature that require considerable use of independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel.
- Directly supervises employees in the Treasury and the Collection Department.

Job Environment

- Work is performed under typical office conditions: frequently required to work outside of normal business hours. In addition, may be required to work on weekends and evenings during cyclic periods.
- Operates computer and general office equipment, such as calculator, copier, facsimile machine, and telephone. Makes frequent contact with town departments and the general public.
- Has access to department related confidential information; including town payroll, personnel and tax records. Errors could result in delay and confusion and could have serious legal and/or financial repercussions and cause significant adverse public relations for the town and the department.

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 logical assignment to the position.

- Acts as an integral member of Town's Finance Team.
- Plans and directs the collection, receipt, disbursement and investment of all town funds.

- Develops and implements efficient cash management procedures, including forecasting and maximizing cash flow, monitoring cash receipts, and maintaining internal financial control procedures.
- Oversees the issuance and collection of all real estate, personal property and motor vehicle excise taxes, utility bills and fees; maintains accurate and detailed records.
- Oversees the issuance of delinquent demand notices and other mechanisms for the collection of outstanding accounts.
- Establishes procedures for payment of delinquent taxes and uncollectible funds owed to the town. Works directly with tax title counsel to collect delinquent taxes through the Land Court and is responsible for the preparation and placement of advertisements in local newspapers.
- Oversees and authorizes the research and preparation of municipal lien certificates requested by attorneys and lending institutions for property sales and refinancing; prepares all paperwork for tax liens and interoffice correspondence on tax liens; prepares paperwork for tax foreclosures.
- Receives deposits and payments from various sources doing business with the town; reconciles bank statements and makes deposits; invests town funds.
- Transfers funds; pays bills, employee payrolls, and local obligations on warrant from the Town Accountant approved by Board of Selectmen;
- Monitors cash levels in the treasury and arranges for the temporary or long-term borrowing of funds as necessary to meet town needs; pays interest and maturing debt, signs bonds, notes and other paper of credit on behalf of the town.
- Plans for, working directly with outside bond counsel and financial advisors in accordance with all local, state, and federal statutory requirements, the issuance of municipal debt.
- Monitors all grants and ensures funds are transferred and available when needed; observes strict guidelines set forth by the Commonwealth.
- Responsible for the receipt of payments and discharge of mortgage liens. Not sure what this means and/or if this should be in here.
- Responsible for tax titles, receipt of payments, discharge of tax titles and foreclosure sales. Files necessary documents with registry of deeds.
- Answers inquiries from property owners, members of banking and real estate community, and any other interested parties regarding any matter related the investment of funds and tax titles.
- Maintains custody of securities for trust funds, collects, accounts for, and invests income from investments in fund portfolios.
- Prepares or directs the preparation of reports; establishes mechanism and maintains the Title V Septic Loan Program. Not sure about this. The Treasurer makes sure all new Title V Septic loans are billed and any not paid in full loans are reported to the Assessor and the Accountant for future collections.
- Advises Town Manager, Board of Selectmen, Department Heads, Finance Committee, and other committees on financial matters of the town.
- Prepares and administers department budget; makes recommendations to Town Manager on budget along with long-term debt and capital strategy.
- Assists with the preparation of annual department budgets and reports; monitors division expenditures and supervises the maintenance of associated records.
- In conjunction with the Human Resources Director, Town Manager, and School Superintendent, maintains and manages town-wide payroll system, as well as town insurance, benefit, and retirement programs.
- Prepares on yearly basis debt reports for town and DLS annual reporting

- Works with auditors to produce annual audit of town finances.
- Supervises, trains and conducts annual performance evaluations for department employees.
- Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience:

- Bachelor's Degree in business administration, finance, accounting or related field.
- Three to five years of responsible experience in business or financial management, experience in municipal cash management desirable
- Equivalent combination of education and experience.

Special Requirements

- Ability to become bonded.
- Certification as a Treasurer and Collector or ability to obtain certification within 3 year period of time for Treasurer Certificate and/or 3 years for Collector Certificate.

Knowledge, Ability and Skill

Knowledge:

- Thorough knowledge of the principles and practices of municipal financial management and specific knowledge of the legal controls, methods and procedures of municipal treasury and collection techniques, state and federal rules and regulations.
- Working knowledge of computer applications for financial management and thorough knowledge of accounting principles.

Ability:

- Ability to establish and maintain effective working relationships with subordinates, town officials and the general public. Ability to prepare accurate financial reports and records.
- Ability to communicate effectively in written and oral form.
- Ability to manage several projects at one time.

Skill: Office management skills.

- Skill in computers and appropriate software applications.
- Aptitude for business mathematics.

Physical Requirements

- Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms.
- The employee is frequently required to sit, talk and hear.
- Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

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.

TOWN OF STOUGHTON
ASSISTANT TREASURER/COLLECTOR

Department:	Treasurer Collector	Date:	9-26-2023
Reports to:	Treasurer Collector	Hours Worked:	35
FLSA Status			

Statement of Duties

Professional management, administrative and supervisory work involving the collection, receipt, expenditure, and custody of all municipal funds, the borrowing of money, and the custody of tax title properties and all other related work, as required.

Supervision

- Works under the general administrative direction of the Town Treasurer/Collector and performs many functions within the guidelines established by statute and professional standards.
- Employee functions independently, referring specific problems to supervisor only where clarification or interpretation of department policy or procedure is required. Performs highly responsible functions of a complex nature that require considerable use of independent judgment, the initiative in the planning, administration, and execution of the department's services, and the interpretation, and application of laws, regulations, and procedures, and the direction of personnel.
- May directly supervises employees in the Treasury and the Collection Department.

Job Environment

- Work is performed under typical office conditions: frequently required to work outside of normal business hours. In addition, may be required to work on weekends and evenings during cyclic periods.
- Operates computer and general office equipment, such as calculator, copier, facsimile machine, and telephone. Makes frequent contact with town departments and the general public.
- Has access to department related confidential information; including town payroll, personnel, and tax records. Errors could result in delay and confusion and could have serious legal and/or financial repercussions and cause significant adverse public relations for the town and the department.

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 is a logical assignment to the position.

- Assists the Treasurer/Collector with the planning, and directing of the collection, receipt, disbursement, and investment of all town funds.
- Assists the Treasurer/Collector in the development and implementation of efficient cash management procedures, including forecasting and maximizing cash flow, monitoring cash receipts, and maintaining internal financial control procedures.
- Assists the Treasurer/Collector in the preparation of the department's budget, and makes recommendations.
- May need to monitor department expenditures and supervise the maintenance of associated records.
- Works with the auditors to produce an annual audit of town finances.
- Prepares monthly the tax receivable figure for the Town Accountant.
- Supervises and trains department employees.
- Oversees the issuance and collection of all real estate, personal property, and motor vehicle excise taxes, utility bills, and fees; maintains accurate and detailed records.
- Oversees the issuance of delinquent demand notices and other mechanisms for the collection of outstanding accounts.
- Establishes procedures for payment of delinquent taxes and uncollectible funds owed to the town.
- Responsible for receipt of tax titles payments, discharge of tax titles, and foreclosure sales. Files necessary documents with the registry of deeds if the Delinquent Tax Clerk is unable to do so.
- Prepares all paperwork for tax liens and interoffice correspondence of tax liens and prepares paperwork for tax foreclosures if the Delinquent Tax Clerk is unable to do so.
- Works directly with tax title counsel to collect delinquent taxes through Land Court procedures if the Delinquent Tax Clerk is unable to do so.
- Prepares or directs the preparation of reports for all new Title V Septic loans reporting to the Assessor and the Accountant for future collections.
- Receives deposits and payments from various sources doing business with the town, makes bank deposits and reconciles monthly bank statements.
- May transfer funds to pays bills, employee payrolls, and local obligations on a warrant from the Town Accountant approved by the Board of Selectmen.
- Verifies the preparation of Municipal Lien Certificates (MLC) requested by attorneys and lending institutions for property sales and refinancing to be sure all water, sewer, and/or trash and betterment balances due to the town are noted on the MLC before the MLC being signed by the Treasurer/Collector. May be required to research and create the MLCs if the MLC clerk is unable to do so.
- Answers inquiries from property owners, members of the banking and real estate community, and any other interested parties regarding any matter related to the collections of taxes, utilities, and tax titles.
- Performs similar or related work as required or as the situation dictates.

Recommended Minimum Qualifications

Education and Experience:

- Bachelor's Degree in business administration, finance, accounting, or related field.
- Three to five years of responsible experience in business or financial management, experience in municipal cash management desirable or an equivalent combination of education and experience.

Special Requirements

- Ability to become bonded.
- Certification as an Assistant Treasurer and Collector or ability to obtain certification within four consecutive years for an Assistant Treasurer Certification and/or four consecutive years for an Assistant Collector Certificate.

Knowledge, Ability, and Skill**Knowledge:**

- Thorough knowledge of the principles and practices of municipal financial management and specific knowledge of the legal controls, methods, and procedures of municipal treasury and collection techniques, state and federal rules, and regulations.
- Working knowledge of computer applications for financial management and thorough knowledge of accounting principles.

Ability:

- Ability to establish and maintain effective working relationships with subordinates, town officials, and the general public.
- Ability to prepare accurate financial reports and records.
- Ability to communicate effectively in written and oral form.
- Ability to manage several projects at one time.

Skill:

- Office management skills.
- Skill in computers and appropriate software applications.
- Aptitude for business mathematics.

Physical Requirements

- Minimal physical effort is generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms.
- The employee is frequently required to sit, talk and hear.
- Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

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.

TOWN OF STOUGHTON
SENIOR CLERK II

Job Title: Senior Clerk II	Hours per week: 35	FLSA Status: Non-Exempt
Reports to: Treasurer Collector	Department: Collectors Office	Grade: 5
Created date: February 2024	Revised date:	Approved date:
Created by: HR	Revised by:	Approved by: HR

Statement of Duties

Provides administrative, basic bookkeeping, secretarial, and clerical support to department staff; provides administrative support in the keeping and maintenance of official municipal records and files; all other related work as required.

Supervision

Works under the close supervision of the Treasurer Collector and Assistant Treasurer Collector.

Job Environment

- Work is performed under typical office conditions, with continuous interruptions from the general public; may be required to work outside of normal business hours. In addition, may be required to work on weekends.
- Operates a computer and general office equipment, such as a calculator, copier, facsimile machine, and telephone.
- Makes frequent contact with other town departments; makes constant contact with the general public. Contacts are by phone, correspondence, and in person. Has access to department information and files, may have access to confidential information, such as reports and personal information regarding citizens receiving services from the department.
- Errors in application of established departmental procedures could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

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 excluded them from the position if the work is similar, related, or a logical assignment to the position.

- Performs routine clerical and administrative support in answering phones, receiving public requests from the public, providing customer assistance, cashiering, data processing, and bookkeeping.
- Answers in-coming calls and routes callers or provides information as required.
- Responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Reconciles data for specific accounts and resolves discrepancies in accordance with established procedures.
- Receives, stamps, and distributes incoming mail, processes outgoing mail.

- Maintains a daily cash balance; balances cash on hand against receipts; prepares and balances deposits; makes a listing of deposits by accounts; examines receipts for accuracy and completeness; brings deposit to Treasurer's Office.
- Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.
- Maintains filing systems, control records and indexes using moderate independent judgment.
- Serves as back-up for other administrative and/or clerical personnel
- Prepares and submits written reports to supervisor as required
- Performs similar or related work, as required, or as situation dictates

Specialized Functions Collector

- Processes, balances, and records payments received in person, by mail and electronically from institutions, businesses and the public
- Issues receipts for payments
- Secures cash and checks in assigned, secure locations
- Updates records relating to payment information and town financial records
- Maintains and reconciles cash to insure appropriate recording of cash transactions.
- Acts as custodian of the vault, insuring the safekeeping of vault contents.
- Maintains a detailed record of all financial transactions.
- Gathers historical and current data on accounts.
- Maintains a database of lockbox activity
- Operates standard office equipment.
- Will be cross trained with Treasurer's Office

Recommended Qualifications

Minimum Education and Experience

- High school diploma or equivalent plus at least four (4) years' experience in office setting; or an equivalent combination of education and experience.
- Must be proficient with Microsoft Office.

Knowledge, Ability and Skill

Knowledge:

- Thorough working knowledge of office procedures and practices.
- Working knowledge of Municipal Government Operations.

Ability:

- Ability to multi-task and prioritize.
- Ability to assist customers of diverse backgrounds.
- Ability to communicate effectively in written and oral form.
- Ability to prepare documents and reports accurately.
- Ability to use proper grammar, punctuation and spelling.
- Ability to follow guidelines and procedures.
- Ability to maintain complex record keeping systems.
- Ability to prepare financial records.
- Ability to operate a computer, a telephone and standard office equipment.
- Ability to work with highly confidential information.

- Ability to establish and maintain effective and harmonious working relationships with town officials, town employees, and the general public.

Skill:

- Excellent customer service skills.
- Skill in operating computers including word processing, menu driven database updating and reporting, basic spreadsheet applications, internet research and email.
- Superior organizational skills.

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 essential functions.

- Minimal physical effort generally required in performing duties under typical office conditions.
- Position requires the ability to operate a keyboard and standard office equipment at efficient speed.
- The employee is frequently required to manipulate objects, tools, or controls, and reach.
- The employee is frequently required to remain in a stationary position and communicate.
- The employee must occasionally transport up to 50 pounds.
- Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

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

TOWN OF STOUGHTON

SENIOR CLERK II

Job Title: Senior Clerk II	Hours per week: 35	FLSA Status: Non-Exempt
Reports to: Treasurer-Collector	Department: Treasurer's Office	Grade: 5
Created date: 3/21/24	Revised date:	

Statement of Duties

Provides administrative, basic bookkeeping, secretarial, and clerical support to department staff; provides administrative support in the keeping and maintenance of official municipal records and files; all other related work as required.

Supervision

Works under the close supervision of the Treasurer-Collector and Assistant Treasurer-Collector.

Job Environment

- Work is performed under typical office conditions, with continuous interruptions from the general public; may be required to work outside of normal business hours. In addition, may be required to work on weekends.
- Operates a computer and general office equipment, such as a calculator, copier, facsimile machine, and telephone.
- Makes frequent contact with other town departments; makes constant contact with the general public. Contacts are by phone, correspondence, and in person. Has access to department information and files, may have access to confidential information such as reports and personal information regarding citizens receiving services from the department.
- Errors in application of established departmental procedures could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

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 excluded them from the position if the work is similar, related, or a logical assignment to the position.

- Performs routine clerical and administrative support in answering phones, receiving requests from the public, providing customer assistance, cashiering, data processing, and bookkeeping.
- Answers in-coming calls and routes callers or provides information as required.
- Responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Reconciles data for specific accounts and payroll and resolves discrepancies in accordance with established procedures.
- Receives, stamps, and distributes incoming mail, processes outgoing mail.
- Reviews forms, lists, documents, and correspondence for accuracy and completeness.
- Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.

- Maintains filing systems, control records and indexes using moderate independent judgment.
- Serves as back-up for other administrative and/or clerical personnel
- Prepares and submits written reports to supervisor as required
- Performs similar or related work, as required, or as situation dictates

Specialized Functions – Treasurer’s Office

- First to accept and verify department turnovers and combines all for the daily deposit
- Enters Rockland Trust Collector bank deposits into the Collector daily deposit spreadsheet
- Enters Rockland Trust Treasurer Deposits in Transit (DIT’s) into the Treasurer DIT spreadsheet
- Enters monthly bank transfers into spreadsheets and then enters as a journal entry into Munis
- Enters daily departmental turnovers into Munis
- Creates charge codes in Munis
- Runs monthly tax & water/sewer/trash receivable reports
- Runs real estate/personal property/motor vehicle excise overage reports from Munis for refunds
- Runs personal property/motor vehicle excise outstanding reports from Munis for write offs
- Writes off /personal property/motor vehicle excise principal in Munis after the Treasurer provides a signed state Form 380
- Enters departments weekly invoices into Munis
- Works on tailings process
- Provides back up for Collector counter, processing mail, rejected lock box and drop box tax and water/sewer payments and enters into Munis and CUSI when short staffed

Recommended Qualifications

Minimum Education and Experience

- High school diploma or equivalent plus at least four (4) years’ experience in office setting; or an equivalent combination of education and experience.
- Must be proficient with Microsoft Office.

Knowledge, Ability and Skill

Knowledge:

- Thorough working knowledge of office procedures and practices.
- Working knowledge of Municipal Government Operations.

Ability:

- Ability to multi-task and prioritize.
- Ability to assist customers of diverse backgrounds.
- Ability to communicate effectively in written and oral form.
- Ability to prepare documents and reports accurately.
- Ability to use proper grammar, punctuation and spelling.
- Ability to write concisely, express thoughts clearly and develop ideas in a logical sequence.
- Ability to follow guidelines and procedures.
- Ability to maintain complex record keeping systems.

- Ability to prepare financial records.
- Ability to operate a computer, a telephone and standard office equipment.
- Ability to work with highly confidential information.
- Ability to establish and maintain effective and harmonious working relationships with town officials, town employees, and the general public.

Skill:

- Excellent customer service skills.
- Skill in operating computers including word processing, menu driven database updating and reporting, basic spreadsheet applications, internet research and email.
- Superior organizational skills.

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 essential functions.

- Minimal physical effort generally required in performing duties under typical office conditions.
- Position requires the ability to operate a keyboard and standard office equipment at efficient speed.
- The employee is frequently required to manipulate objects, tools, or controls, and reach.
- The employee is frequently required to remain in a stationary position and communicate.
- The employee must occasionally transport up to 50 pounds.
- Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

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