

**POSITION DESCRIPTION****GE-20****Town of Needham****Assistant Treasurer/Collector****10/2016**

Under the general supervision of the Town Treasurer/Collector, assist the Treasurer/Collector in all areas of responsibility including collection, treasury, debt management and general administrative functions.

***Duties:***

Supervise the Treasury/Collection staff in utilizing all features of the Town's financial management software including training, coaching and technical support on all relevant applications; assist the Treasurer/Collector in managing interactions among the Treasurer/Collector's Office, Data Processing, DPW, and other Town Departments as they relate to activities of the Treasury/Collection function; oversee staff in the provision of customer service; and evaluate and endeavor to continually improve the functioning and capability of the financial management system.

Assist the Treasurer/Collector in managing the collection and processing of taxes according to established Town and State regulations and guidelines

Plan, schedule, and assign work to administrative/support employees. Assist in interviewing and hiring of new staff members; provide or arrange for training for subordinates; evaluate subordinates' performance; and recommend personnel actions such as promotions, transfers or disciplinary action to ensure adequate and competent staffing.

Supervise the collection of real estate, personal property and motor vehicle excise taxes, and the collection of other municipal revenues such as utility, license and permit fees; ensure that all billing schedules are met; review daily deposits and reconcile with bank statements; correct bank coding errors; research outstanding checks; and research tailings.

Oversee or perform the monthly reconciliation of receivables (water, sewer, real estate tax, personal property tax and miscellaneous receivables) by account classification; oversee the financial control of the department's receipt, disbursement and investment accounts; assist in the reconciliation of bank accounts and maintain the department cash book. Supervise the maintenance of subsidiary accounting records; verify the receipt of cash and checks forwarded from various Town departments; verify amounts and make bank deposits. Supervise and perform collection activities for delinquent accounts and unpaid taxes.

Prepare quarterly report of trust fund activity; administer and monitor debt service payments. Enter into computer revenues submitted from other departments; edit and adjust codes; post all cash receipts activity; and edit and prove to general ledger. Fund expenses and regular and retiree payrolls from correct bank accounts; prepare weekly and monthly payroll warrant checks; prepare manual payroll and expense checks, prove payroll to the general ledger; prepare related adjusting entries for payroll and expense accounts; and complete federal and state withholding forms and deposit same. Process stop payment requests and generate replacement checks.

Schedule all preparatory work in connection with the annual audit of the Town's books and records in order to insure prompt and efficient collection of data for the auditors.

Assist in the administration of the Deferred Compensation program; oversee processing and issuance of savings bonds; assist Treasurer/Collector by compiling statistical and financial data; supervise the preparation of financial reports required by government agencies and Town Departments such as Official Statements; and maintain records and files as appropriate.

Communicate directly with taxpayers and representatives of taxpayers at the counter, by mail and by phone, providing information and answers to inquiries, and resolving billing, collection and tax-related problems; prepare miscellaneous reports and forms by developing and compiling data for special or recurring reports; attend meetings of boards and commissions as requested by the Treasurer/Collector; and perform other related duties as required.

***Basic Knowledge:***

Position knowledge equivalent to a bachelor's degree in business administration, accounting or public administration.

***Experience:***

Duties require three to five years of experience in administrative, finance and office computer operations.

***Independent Action:***

Incumbent functions independently under general supervision, developing work schedule and setting priorities, referring complex or policy issues to department manager.

***Supervisory Responsibility:***

Incumbent supervises three (3) full-time and 2 part-time employees.

***Physical and Environmental Standards:***

- Normal office environment, not subject to extremes in temperature, noise, or odors.
- Regular interruptions to assist citizens.
- May spend extended periods at computer terminal, on telephone, or operating other office machines.
- Regular lifting and carrying of files, documents, records, books, and the like.
- Some travel by personal automobile to neighboring communities