

POSITION DESCRIPTION**K-24****Town of Needham****Treasurer/Tax Collector****3/2017*****Duties:***

The essential functions or duties listed are intended as illustrations of various types of work that is performed. The omission of specific statements of duties does not exclude them from the position if the worker is similar, related or a logical assignment to the position. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Under the direction of the Director of Finance and in accordance with State statutes and Town by-laws, plan, control, and direct the functions of the Treasurer and Tax Collector's Office, including the billing, collecting and depositing of receipts; cash management; and long and short-term borrowing.

Participate with Finance Director, Administrative Assessor, Town Accountant, and MIS Director in planning and coordination of Town-wide financial operations. Serve on Capital Projects Planning Committee.

Plan overall departmental activities and develop and recommend policies and procedures in areas of responsibility; interview, select, orient, train and schedule assigned staff; and evaluate performance and recommend personnel actions.

Receive, disburse and account for all Town funds, utilizing automated systems; and ensure that adequate funds are available from Town accounts for the timely payment of Town obligations.

Direct the issuance of all tax bills, accounts receivables and betterments due the Town, and enforce payment of same; and assume responsibility for the collection, receipt, accounting and disbursement of all the Town's funds as the bonded custodian of the Town's funds, including the management of municipal lien procedures.

Responsible for issuance of water and sewer bills in conjunction with DPW staff, and for all related accounts receivable, collection, accounting and reporting functions.

Develop and implement efficient cash management procedures, including forecasting short-term investing to maximize cash flow, monitoring cash receipts and maintaining internal control procedures.

Initiate, negotiate and arrange for long and short-term loans for the Town including relationships with credit rating organizations, bank advisors and others; ensure that all statutory requirements for bond issues are met; and approve and sign all bonds, releases and other documents of the Town, subject to authorization of the Board of Selectmen.

Initiate the process for seizure and sale of properties; supervise tax sales and foreclosures through the Land Court; prosecute actions on bonds, notes and securities and for trespass on or in public buildings and enclosures belonging to the Town; and perform foreclosures on tax titles.

Act as a custodian for all funds and securities of the Town's Trust Funds, including Hospital Enterprise Funds; invest and expend from investments as directed by the Commissioners; and prepare summary reports and reconcile trust accounts.

Act as a custodian of the retirement fund; and act as the authorizing and remitting agent for deferred compensation plans, credit unions, teachers' annuities, and federal and state withholding taxes.

Prepare financial and other related reports reflecting various activities of the office as required by various Town officials; and interface with Town departments, federal state and county agencies, courts, commercial banks and other establishments relating to the verifying and reconciling of accounts, preparation of records and reports, valuations, loans, investments, interest rates, etc.

Explain to the public the policies and procedures of the Treasurer and Tax Collector's Office; and tactfully and effectively deal with individual taxpayers regarding tax actions, complaints, personal and confidential finances in such a manner as to obtain cooperation and to avoid friction.

Perform other related duties as required by statute or as directed.

Basic Knowledge:

Position requires knowledge equivalent to a Bachelor's Degree in Business Administration.

Experience:

Position requires 7 to 10 years of progressively responsible experience in finance, cash management, data processing and administration.

Independent Action:

Participate in establishing short range plans and objectives within the scope of Town-wide policies and common goals. Consult with the Director of Finance on such issues as bonding, budget preparation, serious personnel problems, major policy issues and major expenditures. Referring issues needing authorization to Town Manager and Board of Selectmen when required.

Supervisory Responsibility:

Direct staff of approximately 6 FTE's in the Treasurer/Collector and 2 FTE's in the Retirement Departments.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile to neighboring towns.

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 the requirement of the job change.