Town of Brimfield, MA
Job Description

Treasurer-Collector:

Summary of Position Responsibilities:
The Treasurer-Collector performs highly responsible administrative, technical, and supervisory functions related to the complete and overall operation of the Treasurer-Collector's Office. The Treasurer/ Collector exercises 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. The Treasurer-Collector has access to, and must exercise discretion regarding, confidential and sensitive information. Errors could result in legal repercussions, loss of funds, excessive costs, major financial losses from unauthorized expenditures, deterioration of the Town's financial position, and/or adverse public relations.

Description of Supervision/Supervisory Responsibilities:
The Treasurer-Collector is appointed by the Select Board and reports to the Select Board. The employee is required to work independently, within established policies and procedures, with minimal direct supervision. The Treasurer-Collector supervises up to 2 assistants.

Essential Functions of Job:
● Performs all functions of Tax Collectors and Treasurers required by Massachusetts General Laws, such as those contained in the attached summaries, and as required by local law, policies, and procedures
● Plans, directs, and supervises the work of the Treasurer-Collector's Office, including preparation and administration of department budget
● Maintains custody of all municipal funds and has the responsibility for the deposit and disbursement of these monies, including securities and trust funds
● Oversees the investment of all funds; maintains constant vigilance of the Town's investments, cash position including cash flow projections; evaluates various investment or borrowing options; consults with bankers and advisors regarding investment strategies and timing
● Responsible for the issuance of municipal debt and ongoing debt management; works directly with outside bond counsel and financial advisors to achieve compliance with all state and federal statutory requirements for bond issuance
● Receives deposits from all sources having to do with Town business; reconciles statements and makes deposits; transfers funds; pays bills
● Develops and implements efficient cash management procedures, including forecasting of cash flow, monitoring cash receipts and maintaining internal control procedures
● Supervises the preparation of and issues town payroll
● Prepares monthly, quarterly, and annual statements relative to cash, investments, tax title, foreclosures, payroll, employee benefits, and debt obligations.
● Administers group health, life, and disability and county retirement system; processes reports and payments for employees' insurance, pension plan, and benefits plans offered by the Town including cafeteria plans.
● Bills and collects all real estate, personal property and excise taxes, betterments, and other charges added to and committed as taxes
● Directs the collection of delinquent accounts; issues municipal lien certificates; responds to inquiries from taxpayers, attorneys, financial institutions
● Custodian of tax title properties; responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto
● Assists in the preparation of annual reports, capital improvement program and annual budget
● Advises the Select Board on budget-related matters; provides advice on request from other town officials
● Responds to inquiries and requests for information from the public, Town officials and employees, and other government officials, among others
● Performs similar or related work as required or assigned

Minimum Competencies:
● Thorough knowledge of the principles and practices of financial management, including Generally Accepted Accounting Principles (GAAP) and with the Uniform Massachusetts Accounting System (UMAS) of the Massachusetts Department of Revenue, the Massachusetts General Laws related to treasury and collection functions, and other applicable state and federal laws related to municipal finance and taxation
● Working knowledge of Open Meeting Law, Public Records Law, and State Ethics Law

● Familiarity with investment vehicles, banking products and operations; knowledge of the investment market
● Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, and/or the public
● Ability to prepare accurate financial reports and records
● Ability to communicate effectively in written and oral form; aptitude with numbers
● Ability to work in high pressure situations, as necessary
● Good organizational skills; detail oriented, takes initiative and able to work independently
● Ability to handle multiple tasks, prioritize effectively, and meet deadlines
● Ability to plan and effectively manage Department budget
● Thorough knowledge of computer applications for financial management; proficiency in word processing, spreadsheet, presentation and database software (such as MS Word and Excel)
● Thorough knowledge of automated collection systems (VADAR)
● Reliability essential

Education and Experience/Other Requirements:
● Bachelor's degree in business administration, Finance, Accounting or related field
● Five (5) years of progressively responsible experience in business, financial management, municipal financial or accounting environment; experience in municipal cash management desirable; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job
● Massachusetts Certified Municipal Treasurer-Collector certification required or in progress.
● Ability to be bonded

Physical Requirements/Work Location:
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.

Town Hall Annex;
This is an office-based job in a dynamic municipal office. While performing the duties of the Treasurer-Collector, the employee is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. Lifts/moves objects weighing up to 10 pounds. Ability to attend evening meetings.

FLSA status
This position is exempt under the Fair Labor Standards Act.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.

Salary will be commensurate with experience up to $88,000.00 yearly.
Candidate should apply with resume, cover letter, salary requirements, and contact information for four (4) work-related references to: Town of Brimfield, Select Board, 23 Main Street, Brimfield, MA 01010 or via email to the Select Board, Selectboard@brimfieldma.org.

Employment opportunity is available until the position is filled. The Town of Brimfield is an equal opportunity employer.

(posted 5-23-2023)