

The Town of Dudley seeks qualified applicants for the full-time position of Treasurer/Collector Clerk. The successful candidate will independently perform several functions including; accounts payables, payroll/benefits administration, collections, data processing and bookkeeping. This employee must be able to work independently and take initiative in executing all the department's services. An Associate's Degree is required and a Bachelor's Degree in Business (or similar field) is preferred. Computer literacy is also required. Candidate must pass a CORI check and should be bondable through our insurance. Salary range is \$31,555 through \$33,591 with a 90-day review for increase. The job description is below. Send cover letter and resume to the Town Administrator, Town of Dudley, 71 West Main Street, Dudley MA 01571 or email to [administrator@Dudleyma.gov](mailto:administrator@Dudleyma.gov) . Resumes accepted until July 2<sup>nd</sup>. The Town of Dudley is an AA/EEO employer.

## **TREASURER/COLLECTOR CLERK**

### **PRIMARY PURPOSE**

Under the direction of the Treasurer/Collector, the position is responsible for a wide array of bookkeeping activities and support functions including the collection of taxes and local receipts, reconciliation of cash and receivables, processing of payroll and accounts payable and cash management work.

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

*The essential functions or duties listed below are illustrations of the type of work that is 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.*

### **TREASURER/COLLECTOR CLERK FUNCTIONS**

Employee receives warrants and inputs data from vouchers to process checks; proves the check and warrant totals, investigates discrepancies and prints checks; maintains files of vouchers and canceled checks; reconciles bank statements. Employee also prepares departmental payroll and accounts payable vouchers, all subject to the Treasurer/Collector's approval.

Employee processes the payroll warrant; proves totals with the warrant; transmits payroll; processes changes; prepares vouchers for deductions; prepares direct deposits; withholds and remits taxes; maintains and audits records for current and prior W-2 forms; responds to employment inquiries and referrals; assists with orientation of new employees and interviews.

Employee assists the Town Treasurer with health insurance claims or payment issues; receives benefit payments from retirees; prepares monthly health insurance reports; processes accounts payable insurance claims; maintains employee records and processes changes.

Employee provides research assistance to other town departments; assists with maintenance of daily and weekly gas usage records for town departments and monitoring the system; assists with billing for water and sewer portions of health and general insurance, taxes, fuel usage, and indirect costs. Employee will also compile information for annual reports and departmental inventory.

Employee assists in the cash management functions of the office.

Due to the nature of the position, the employee must pass a CORI check. A credit check shall be made on

the employee. The credit check should allow for the employee to be bonded. A failure to give good bond or otherwise have the employee's ability to handle Town funds come into doubt will be considered a reason for release from employment.

Employee receives tax commitments from Assessor's office, Registry of Motor Vehicles and Sewer and Water department. He/she processes prints and mails bills for real estate, excise, personal property and water/sewer bills. Employee also posts payments; balances and prepares deposits receipts; collects payments at the counter, by mail, and through the internet. When receiving late payments, calculates, applies and enforces the assessment of penalties and late charges as applicable. Provides notice of unpaid real estate taxes to the Town Collector and Town Treasurer; sends out notices and demands for payment, according to statutory guidelines. Receives and posts abatements to account balances in computer; handles inquiries from various sources regarding account balances. Upon request, researches and prepares certificates of municipal liens. Provides information and assistance to the public regarding bills, payments and procedures; coordinates activities with the Deputy Collector.

Employee assists the Treasurer/Collector with the preparation of materials for the annual audit. Employee also investigates and attempts to resolve errors. It is understood that inaccuracies result in delays or loss of service or monetary loss or legal repercussions. The internal system of checks and balances will be followed to maximize efficiency in all areas.

The Treasurer/Collector Clerk will perform general office duties or other similar duties as required or as situation dictates.

#### **SUPERVISION**

Treasurer/Collector Clerk works under the general direction of the Treasurer/Collector and in accordance with Massachusetts General Law Ch. 41, town policies, town bylaws, and relevant state, federal, and local regulations and standards. The position of Treasurer/Collector Clerk is expected to work independently or with minimal direction from the Treasurer/Collector. May be required to organize projects or provide leadership when necessary.

#### **WORK ENVIRONMENT**

Work is performed in office conditions; the workload is subject to year-end and quarterly fluctuations; regular schedule includes one evening per week. The employee operates standard office equipment. Performance of duties requires frequent contact with town employees and retirees regarding payroll and insurance issues. The employee has regular contact with the public, town officials, banks, and attorneys. The employee has access to confidential information, including personnel files and legal proceedings.

#### **TOWN HALL**

The Treasurer/Collector Clerk is part of the Town Hall staff working in close proximity to other vital departments such as the Town Clerk, Assessor, Accountant and Board of Selectmen. Each department has separate and distinct duties as prescribed by law but works in unison with the Treasurer/Collector's Office. Every effort is expected to facilitate this functionality.

#### **Recommended Qualifications**

##### **Education and Experience**

Bachelor's Degree in Business is preferred. Must have experience with essential business functions such as accounts payable, auditing, banking, bookkeeping and payroll. Computer literacy is mandatory. Additional consideration will be given to those with municipal experience. Employee must be bondable.

The successful candidate is expected to participate and complete the certification programs offered by the Massachusetts Collectors and Treasurers Association for Assistant Treasurers and Assistant Collectors.

**Physical Requirements**

Minimum physical effort is required to perform most duties. The employee is frequently required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

*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.*