

TOWN OF HAMILTON
Position Description

Position Title: Administrative Assistant
Department: Treasurer/Collector
Reports to: Treasurer/Collector and Assistant Treasurer/Collector
Salary Grade: Town Hall Union, Admin. Assistants – Grade II
Date: September, 2007

GENERAL SUMMARY

Under the general supervision of the Treasurer/Collector and Assistant Treasurer/Collector, assists in the daily operations of this department, processing taxes and water bills; collects, posts and reconciles accounts; deposits and accounts for monies taken in by the Town and monies distributed by the Town.

DUTIES:

Daily

- Collects, processes and accounts for payments of all Town taxes (Real Estate, Personal Property, Boat Excise, Motor Vehicle Excise) and Water bills, as well as all assessments (Water Liens, Betterments) and any applicable surcharges (CPA); enters required information into Munis and maintains excel spreadsheets for each turnover to be submitted to the Treasurer/Collector.
- Prepares deposits for Departmental Turnovers (cash & checks).
- Prepares and makes daily deposits, as necessary.
- Handles telephone inquiries and window traffic; responds to a variety of inquiries, requests and complaints relating to Treasurer/Collection functions and activities. Refers unresolved matters to Treasurer/Collector.
- Prepares Municipal Lien Certificates (MLC's) per Mass. General Laws; checks map and lot, researches records for tax liens, makes appropriate notations for past due water and completes required documentation for Treasurer/Collector's signature. Maintains records and a list of MLC's by fiscal year.
- Sort, date-stamp and distribute daily mail for Treasurer/Collector's department.
- Maintain new and existing computer and manual files and records.
- Performs clerical, secretarial and administrative duties for Treasurer/Collector as directed.

Weekly

- Run Paid Warrant Report for final distribution for Town's weekly accounts payable. Prints checks and matches invoices with appropriate vouchers. Prepare for mailing (or pick up) per Accountant's Instruction sheet.
- Process and post receipts received from the Deputy Collector.
- Enters weekly bills payable for Treasurer/Collector Department.

Monthly

- Runs Activity Report for all receivables at month end. Prepares and reconciles month-end turnover for Treasurer/Collector.
- Coordinates with Assessor's office cutoff dates for monthly abatements.
- Prepares Refund Report for Real Estate, Personal Property, Boat Excise and Motor Vehicle Excise taxes. Verifies and processes refunds per Assessor's Abatement Report.
- Coordinates dates to process payments with our Lockbox service.

Quarterly

- Process and post receipts from tax services (First American, Wells Fargo).
- Review outstanding checks, process any stop payments and reissue checks.

Annually

- Maintain files & setup new records for fiscal year.
- Prepare letters for Tailings.
- Organize files to be disposed per Public Records Law.

Miscellaneous

- Provide backup coverage when necessary to Assistant Treasurer/Collector for the following:
 - Processing weekly payroll with Harper's Payroll Service, as well as mailing Agency checks;
 - Process and post Online payment checks, and
 - Reconcile Petty Cash.

- Responds to taxpayer's request for public information, (i.e. requests for Real Estate and Motor Vehicle payments for personal income taxes).
- Performs other related duties as assigned.

SKILLS\EXPERIENCE\TRAINING REQUIRED

Duties require knowledge of general office administration, automated office systems and procedures, applicable local and state laws and by-laws.

Requires completion of two years of post secondary education and two years of related experience.

Knowledge of governmental regulations, regarding to the collection and reconciliation of municipal revenues per Mass. General Laws.

Preferred knowledge of applicable software systems (Munis, Excel, Word and Harper's Payroll).

Willingness to attend Treasurer/Collector's staff school and/or other related seminars/conferences.

Ability to prioritize tasks and deal effectively with regular interruptions. Also, be able to handle multiple project assignments/tasks in conformance with established deadlines.

Excellent research and analytical skills required.

Excellent communication skills required. Ability to explain procedures and answer questions to disgruntled taxpayers while maintaining your composure. Ability to deal with the public in a courteously and consistent manner.

Establish and maintain effective and cooperative work relationships with other Town employees.

CONFIDENTIAL INFORMATION

Must respect confidentiality with regard to tax delinquencies, foreclosures, bankruptcy, bank balances and payroll information per applicable laws.

SUPERVISORY RESPONSIBILITY

None

WORKING CONDITIONS PHYSICAL DEMANDS

Work is performed primarily in an office environment not subject to extremes in temperature, noise, etc.

Regular interruptions to assist citizens and town employees.

Will spend extended periods of time at computer terminal, on telephone or operating other office equipment requiring eye-hand coordination and finger dexterity.

Occasional lifting, standing, bending and carrying of files, documents, and records.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approval _____

Date _____