

TOWN OF HAMILTON
Job Description

Position Title: Assistant Treasurer/Collector

Supervisor: Treasurer/Collector

Department Treasurer/Collector

Date: August 7, 2000

GENERAL SUMMARY

Under the general supervision of the Treasurer/Collector, assists in the daily operations of this department, processing Real Estate and Personal Property taxes, Boat and Motor Vehicle Excise 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; supervises part-time and seasonal personnel.

Empowered to carry out the duties and responsibilities of the Tax Collector in his/her absence.

DUTIES:

General

- * Maintains computer and manual files and records.
- * Handle telephone inquiries and window traffic.
- * Maintain postage meter – prepare breakdown by department, fill postage meter as needed.
- * Participate in recommendations for operational improvements.
- * Attend continuing education seminars with approval from Treasurer/Collector.
- * Research complex or unusual problems referred by taxpayers or employees.
- * Performs other related duties as assigned by the Treasurer/Collector.

Daily

- * Sort, code and date-stamp daily mail.
- * Processes monies received from taxpayers in payment of all taxes and water bills.
- * Processes monies received from departmental turnovers.
- * Reconciles cash receipts for all taxes, prepares bank deposits and makes daily deposits.
- * Prepares municipal lien certificates in accordance with Mass. General Laws.
- * Processes payments and notifies Municipal Management Associates (“MMA”).

Weekly

- * Prepare T/C's departmental bills.
- * Transfers funds for weekly payroll and accounts payable.
- * Print and mail checks for all account payables as authorized by the Finance Director.
- * Prepares & posts demands and warrants for real estate/personal property, Boat and Motor Vehicle Excise taxes.
- * Process and post receipts received from the Deputy Collector.
- * Payroll – Verify signatures of department heads. Process payroll input transaction sheets by department. Responsible for reconciliation and payment of all Agency checks. Maintains employee records with regard to all deductions and withholdings.
- * Reconciles petty cash account.
- * Prepares Refund Report for real estate/personal property and motor vehicle excise taxes. Posts refunds to appropriate accounts.

Monthly

- * Tax Title – Make necessary adjustments to Munis for tax title accounts. Reconcile tax title accounts.
- * Reconciles monthly balances for taxes, abatements and refunds and water lien accounts with the Finance Director.
- * Reconciles bank statements.
- * Prepare Essex County Retirement report.

Quarterly

- * Works with MMA in preparation of quarterly billing for Real Estate and Personal Property tax bills.
- * Prepares quarterly tax information report for the U.S. Department of Census.
- * Prepares Mass. Division of Employment and Training report.

Yearly

- * Assist Auditors by providing reports and information as needed.
- * Assist in balancing the fiscal year ending on June 30th.
- * Assist in preparing reports for the Annual Report.

SUPERVISORY RESPONSIBILITIES:

- * Supervise Administrative Assistant and any part-time or contract employees.
- * Ability to carry out the duties and responsibilities of the Treasurer/Collector in his/her absence.

EDUCATION/EXPERIENCE:

Requires equivalent of an Associates degree in accounting.

Knowledge of governmental regulations, regarding to the collection and reconciliation of municipal revenues.

Knowledge of applicable software systems (i.e., Munis, Harper's, Excel, Word).

MCTA courses or equivalent is required.

Ability to be bonded by the Town.

Ability to prioritize tasks and deals effectively with regular interruptions. Also able to handle multiple project assignments 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 courteously, fairly and effectively with the public.

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

CONFIDENTIAL INFORMATION:

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