Town of Southampton, Massachusetts
Job Description

Position Title:	Assistant Treasurer/Collector	**Grade Level:**	1
Department	Treasurer/Collector	**Date:**	
Reports to:	Treasurer/Collector	**FLSA Status**	Non-Exempt

Statement of Duties: The Assistant Treasurer/Collector is responsible for *assisting the Treasurer/Collector to discharge the duties of the office involving receipt, expenditure and custody of municipal funds, and the collection of all money due to the Town. Acts as the Treasurer/Collector in the event of his/her absence in accordance with Mass General Laws Chapter 60 and Chapter 41 and town by-laws. The employee is required to perform all similar or related duties.*

Supervision Required: Under the general supervision of the Treasurer/Collector, the Assistant Treasurer/Collector is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The Treasurer/Collector provides instruction for new or unusual assignments. Unusual situations are referred to the Treasurer/Collector for advice and further instructions. Treasurer/Collector reviews work to remain aware of progress, work methods, and technical accuracy. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: The Assistant Treasurer/Collector, as a regular and continuing part of the job, is required to assist the Treasurer/Collector Clerk in the completion of assigned work. The employee is not responsible for taking any disciplinary action. Work operations are subject to frequent, abrupt, and unexpected changes in deadlines, volume of work, sudden emergencies, and goals due to uncontrollable or unpredictable circumstances, e.g., may have long-term, adverse impacts on the operation of the department.

Confidentiality: In accordance with the State Public Records Law, the Assistant Treasurer/Collector has regular access to confidential information obtained during performance of regular position responsibilities such as official employee personnel records and department records.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in adverse public relations, monetary loss, jeopardize programs or legal repercussions.

Judgment: Numerous established standardized practices, procedures, state or federal laws or department standard operating guidelines govern the work and, in some cases, may require additional interpretation. Independent judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment is typical of a municipal office setting subject to

frequent work interruptions.

Nature and Purpose of Public Contact: The Assistant Treasurer/Collector interacts with co-workers and the public. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with disgruntled or uncooperative persons.

Occupational Risk: Risk exposure to the Assistant Treasurer/Collector is similar to that found in municipal office setting.

Essential Functions:
The essential functions or duties listed below are intended only as illustrations of the various type of work that may be 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.

Responsible for the performance of a range of treasurer/collector duties including but limited to:

Processes bi-weekly payroll and payroll deductions warrants; process new hires; prepares monthly, quarterly and annual payroll reports as well as W2 forms.

Responsible for assisting in the preparation, mailing and collections and of the Town's Real Estate, Personal Property, Motor Vehicle and Water bills. Responsible for the balancing of the towns Real Estate, Personal Property, Motor Vehicle and Water bills. Assists in the processing of abatements from the Assessor's office for the aforementioned purposes. Works under pressure to achieve timelines.

Assists with annual benefits open enrollment.

Prepares and research Municipal Lien Certificates working with Attorney's in providing necessary timely information.

Accepts and balances turnovers from other Town Departments.

Sell Transfer Station bags and permits and process monthly turnovers.

Attends training seminars and/or workshops to maintain knowledge of changes in local, state and federal rules and regulations pertaining to the operation of the department.

Required to oversee the operation of the department in the event of the temporary absence of the Treasurer/Collector.

Recommended Minimum Qualifications:

Education and Experience: Associate degree in finance or a related field; three to five (3-5) years related work experience in an office environment**;** or any equivalent combination of education, training and experience which provides the required knowledge, skill and the ability to

perform the essential functions of the job.

Special Requirements: As a condition of employment, must pass a CORI certification and have the ability to be bonded.

Knowledge, Abilities and Skill

Knowledge: Thorough working knowledge of office procedures and practices, some knowledge of state regulations, Mass General Laws, Town By-laws and department policies and procedures pertaining to the Office of the Treasurer/Collector. Working knowledge of the office software (i.e. Word processing and spread sheet applications), tax software, as well as the Internet and web site technology in support of department operations.

Abilities: Ability to develop effective working relationships with department personnel, subordinates and with the general public; ability to express oneself clearly and concisely orally and in writing. Ability to work under pressure. Ability to deal tactfully and effectively with disgruntled members of the public and to manage multiple tasks in a detailed and accurate manner.

Skill: Excellent organizational skills; excellent customer service and problem-solving skills; excellent data processing skill in the use of personal computers and financial software including word processing and spreadsheet applications. Proficient business mathematical skills.

Physical and Mental Requirements

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 position's essential functions.

Physical Demands: Ability to lift and move objects weighing up to 25 pounds. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee may be required to lift, push, or pull objects such as books, office equipment and computer paper.

Motor Skills: Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination. Examples include but are not limited to using a personal computer or other office equipment.

Visual/Auditory Skills: The Assistant Treasurer/Collector is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The incumbent must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

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.