

Town of Boxborough, MA

POSITION: Assistant Treasurer/Collector

DEPARTMENT: Treasury/Collections and Finance

FLSA STATUS: Non-Exempt

REPORTS TO: Treasurer/Collector

GENERAL SUMMARY:

The purpose of this position is assisting the Treasurer/Collector a range of municipal finance functions including, but not limited to, payroll, tax collections, disbursement and investment of Town funds, tax and utility billing and local revenue collections; performs all other related work as required. The work at this level requires a working knowledge of departmental operations, local and state laws.

SUPERVISION SCOPE

The Assistant Treasurer/Collector reports directly to the Treasurer/Collector. The Assistant Treasurer/Collector is required to work independently, within established policies and procedures and the requirements of federal, state, and local law (as applicable).

SUPERVISION RECEIVED

The position works under the direction of the Treasurer/Collector in accordance with the applicable provisions of federal, state, and local, laws, rules, regulations, and policies.

SUPERVISION EXERCISED

Incumbent is responsible for overseeing the administrative operations of the office in the absence of the Treasurer/Collector.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the billing and tax collection of all funds due to the Town.
- Manages cash flow, investing surplus cash within the legal limits.
- Reviews and verifies bills schedules; reviews invoices and other supportive documentation Serves as the lead party to address all resident inquiries at the front desk, telephone, online, etc. for the Treasurer/Collector Office.
- Answers inquiries from taxpayers over the telephone and in person; performs research, i.e., real estate, excise, as required to resolve problems; updates records as needed.
- Maintains compliance with new federal and state mandates such as GASB reporting, OPEB compliance and investments, and Health Care Reform at the state and federal level.
- Pays all financial obligations of the Town for employee payroll, accounts payable, and debt obligations.
- Administers employee retirement and benefit programs, including enrollments, monthly account maintenance/balancing, federal and state reporting requirements, and other duties.
- Manages the preparation and distribution of all state and federal reports to employees and government agencies (e.g., W-2, 1099).
- Creates account payable files, check registers and produces vendor checks from warrants authorized by the Select Board, Town Administrator and Finance Director.

- Generates bill files; coordinates issuance and printing of invoices and demand bills both in house with software vendors, printing contractors, and online bill payment programs.
- Reconciles payroll and vendor bank accounts and various other bank accounts related to collection activity on a monthly basis. Verifies accuracy of payroll and account payable warrants.
- Reconciles tax receivables on a monthly basis.
- Reconciles benefits statements to payroll records, maintains updated data from retirement boards.
- Maintains records and receipts pertaining to retiree insurance benefits and deals frequently with retirees on an individual basis to explain benefit plans.
- Coordinates with Assessor's Office regarding tax abatements and exemptions.
- Schedules and oversees acceptance and printing of motor vehicle excise tax commitments.
- Maintains bankruptcy accounts; records and files notices as appropriate.
- Assists in all tax title work, including interest and payoff calculations and preparation of related documents.
- Acts as a second signer on all bank accounts held by the Town of Boxborough; verifies all bank transfers of funds for the Treasurer/Collector.
- Performs a variety of clerical and administrative support functions, including answering telephones, updating files, and preparing correspondence.
- Maintains cooperative relations with other Town departments for purposes of enhancing efficiency and productivity; meets with taxpayers, government officials, bank officers and others on an as-needed basis; makes bank deposits; acts as informational contact person for questions regarding various departmental operations, policies, and programs.
- Performs other work as required or assigned.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as examples of the various types 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.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

A bachelor's degree in accounting or closely related field and three to five years of responsible accounting experience, municipal experience preferred, including working with computerized accounting systems.

Any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be allowed.

Preference is given to those with experience in Massachusetts General Laws pertaining to accounting, treasury, or collections and knowledge of internal controls procedures.

LICENSES/CERTIFICATES

Must be able to obtain surety bond annually.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge: Working knowledge of governmental fund accounting. Knowledge of the standard principles, procedures, records, and forms related to computerized accounting systems. Working knowledge of municipal government and municipal finance.

Ability: Ability to communicate effectively both verbally and in writing. Ability to maintain financial records and to provide information and prepare reports from such records, especially computer reports. Ability to identify and analyze issues and to develop appropriate recommendations to the supervisor. Ability to perform detailed work accurately. Ability to interact effectively with all individuals. Ability and willingness to learn UMAS accounting, GAAP, and GASB.

Skill: Specialized skills in utilizing a variety of computer and accounting software systems. Skill in VADAR accounting system preferred. Excellent computer skills in utilizing personal computers. Skill in utilizing Microsoft Office Suite or Google Workspace.

TOOLS AND EQUIPMENT USED

VADAR, Microsoft Office Suite/Google Workspace, Paychex, social media applications, online scheduling software, and other computer software as needed to perform the tasks above.

PHYSICAL REQUIREMENTS

The physical demands described herein 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.

This is an office-based job in a dynamic municipal office. Minimum physical effort is generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to handle or feel objects, tools, and controls and reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

WORK ENVIRONMENT

Work is performed predominately indoors in a traditional office setting.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Recommended: March 3, 2025

**Revised: March 7, 2025
July 3, 2025**

Approved (Name): Personnel Board

Approved (Date): July 8, 2025