



Aleesha Nunley Benjamin
Chief Financial Officer

Finance Department
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TOWN OF MARBLEHEAD

JOB POSTING

The Marblehead Finance Department has an opening for an Assistant Treasurer/Collector in the Treasurer Collector Division.

Position Title: **Assistant Treasurer/Collector**

Grade/Salary: **Grade 8, Step 1, \$1,377.53 weekly or \$71,631.56 annually.**

Applications will be received by Human Resources via email at HowardT@marblehead.org
Until March 15, 2024

Anyone having questions concerning this position should contact Human Resources at (781)-631-1705 ext. 59.

Please see the attached Position Description for details of this position.

Posted: February 26, 2024

Copies:

Abbot Public Library
Accounting Office
Building Department
Cemetery Department
Council on Aging
Engineering Department
Finance Department
Fire Department
Forestry Department
Harbor and Waters Department

Health Department
Marblehead Municipal Light Department
Payroll Office
Police Department
Public Works Department
Recreation and Park Department
School Department
Select Board Office
Town Clerk's Office
Treasurer Collector Office



TOWN OF MARBLEHEAD

POSITION DESCRIPTION

TITLE: Assistant Treasurer/Collector

DEPARTMENT: Finance

DATE: 2/21/2024

SUMMARY:

This position provides administrative and financial work relating to the day-to-day operation of the Treasurer/Collector's office. Responsibilities include overseeing accounts payable, payroll and retirement payments, preparing reports for the Treasurer/Collector, assisting with maintaining and investing town cash balances, overseeing the collection efforts of the Town to include all assessed taxes, liens, betterments, and parking collections.

Applicants must have and maintain personal integrity to obtain surety bond.

SUPERVISION:

Supervisory Scope: This position is responsible for performing duties of an administrative nature, requiring the exercise of good judgement to interpret statutory guidelines and to carry out assignments independently.

Supervision Received: This position works under the direction of the Treasurer/Collector and Finance Director/CFO in accordance with the applicable Massachusetts General Laws, Town policies, Town bylaws and relevant state, federal and local regulations, and standards. Work will be completed in accordance with established departmental policies and procedures. The Assistant Treasurer/Collector functions as the Treasurer/Collector in their absence.

Supervision Given: The Assistant Treasurer/Collector will be responsible for the supervision of two Senior Clerks daily, and any additional staff as may be under the direction of the Treasurer/Collector's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. General management of the office to include scheduling, supervising, and reviewing the Senior Clerks for timely completion of tasks.
2. Reconciliation of various accounts at the direction of the Treasurer/Collector.
3. Enter collected receipts into the accounting software and resolution of any issues accordingly.
4. Disburses funds per town payable warrants, issues checks and ACH payments, and maintains records accordingly.
5. Sets schedules and meets deadlines in the preparation and mailing of tax bills, demand notices and collection warrants with the Deputy Collector.



6. Maintains tax payment records for monthly receivables reconciliation. Reconciles receivables.
7. Researches and prepares municipal lien certificates for overdue tax, tax title, or deferred tax situations.
8. Works with the Deputy Collector to resolve any discrepancies that arise in the collection and application of past due payments.
9. Maintains tax title and deferred tax files, maintains records of foreclosed properties.
10. Preparation of tax title documentation including delinquency collection letters, liens, releases, and advertisements as required.
11. Researches and prepares refunds of credit amounts due to abatements or overpayments.
12. Interfaces with the public to help resolve issues and answer any tax related questions.

RECOMMENDED QUALIFICATIONS:

Education, Training and Experience: Minimum of Associate degree, preferably in business administration, accounting, or related field. Highly experienced with excel and Microsoft office applications. Four years of progressively responsible experience, or any equivalent combination of education, training, and experience.

Knowledge and Ability: Knowledge of general office practices and procedures; knowledge of basic accounting and bookkeeping principles; knowledge of municipal tax and collection laws, procedures, and techniques; familiarity with computerized cash and collection systems. Ability to organize time and accomplish tasks with accuracy and attention to detail; ability to work independently and as part of a team, ability to communicate effectively verbally and in writing. Knowledge of QuickBooks a plus.