



TOWN OF WESTBOROUGH MASSACHUSETTS

ASSISTANT TOWN MANAGER
Kimberly Foster

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EMPLOYMENT OPPORTUNITY TREASURER/COLLECTOR 11/15/2023

The Town of Westborough, MA (pop. 21,567), seeks a skilled professional for the position of Treasurer/Collector. The Treasurer/Collector is a key member of the Town's financial team and is responsible for the collection of all Town revenue including real estate, personal property and excise taxes, water and sewer bills and other municipal receipts; long- and short-term borrowing; oversees tax title administration; resolves tax issues and administers trust funds; responsible for disbursement and investment of Town funds and the reconciliation of bank statements, cash balances, receivables, short- and long-term investments; and serves on municipal committees as required.

Located 12 miles east of Worcester and 29 miles west of Boston at the intersection of Route 495, I-90/Massachusetts Turnpike and Route 9, Westborough is predominately a residential community made up of attractive neighborhoods, a vibrant downtown, an active commercial district and a strong business/industrial base. Led by a five-member Select Board and an appointed Town Manager, Westborough is a financially stable community that boasts substantial reserves and an AAA bond rating. The Town has a rich history and a strong commitment to preserving its heritage while also providing the highest level of municipal services to its residents.

The ideal candidate will be looking to join a team that values professionalism, accountability, integrity and responsiveness. The minimum qualifications for the position include a Bachelor's degree (accounting, finance or business administration preferred) and five to seven years of related experience. Massachusetts Municipal Treasurer and Collector certifications highly desired. Must possess a valid driver's license and the successful candidate must qualify for bonding. MUNIS experienced highly desired.

This is a full-time (40 hours/week) position with an annual salary range of \$82,828 to \$111,876; offer at hire based on demonstrated qualifications and experience. This posting is not meant to be inclusive of all job duties or qualification requirements; please visit our [Human Resources website](#) for a complete job description. To apply, email resume and cover letter in a single PDF to Kimberly Foster, Assistant Town Manager at jobs@westboroughma.gov; position open until filled.

The Town of Westborough is an EOE that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, veteran status, or any other protected status. The Town of Westborough seeks a workforce that reflects the diversity of its community and all are encouraged to apply.



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Job Title: Treasurer/Collector	Reports To: Town Manager
Department: Treasurer/Collector	Job Code: S-7
Location: Town Hall, 34 West Main Street	Hours per week: 40
Revised:	FLSA Status: Exempt

SUMMARY: Directs the Town's cash and investments, proper collection of all assessed taxes and water and sewer charges, issuance and funding of all checks, processing payroll by performing the following duties personally or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual listed below must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Receives, deposits, transfers, invests, disperses and reconciles all Town money.

Bills and collects quarterly real estate taxes, personal property taxes, water/sewer charges.

Bills and collects motor vehicle taxes.

Reports all payroll for Town and School employees. Prepares departmental payroll, reports, sick, vacation and personal time of department.

Prepares departmental invoices.

Prepares purchase orders for departmental supplies and equipment.

Process all tax title and land taking issues and pursue small claims for nonpayment.

Issue notes, bonds and BANs for Town and School projects, and any Water Pollution Abatement Trust projects.

Funds accounts payable and payroll accounts in a timely manner.

Administers retirement and deferred compensation accounts.

Prepares cash flows, forecasts and budgets for general fund, expenditures, bonds and department expenses as needed.

Oversees, invests, disperses and tracks all trust funds.

Prepares and maintains records of collections and departmental receipts (cashbook).

Handles confidential and sensitive information relating to the operation and personnel of the Department.

Serves as a member of the Town's Finance Team.

Develops and manages the department's annual budget.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement and reviews with the Town Manager; implement improvements.

Supervisory Responsibilities: Directly supervises three employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience: Bachelor's degree (B. A.) from four-year college or university; or five to seven years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, the news media or members of the business community. Ability to write commentary and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use an adding machine or calculator.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software; Payroll systems; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations: Must have and maintain Collector Certification and Treasurer Certification from the Massachusetts Collectors and Treasurers Association. Must have a valid driver's license.

Other Skills and Abilities: Must be able to communicate effectively with the public. Must be able to make quick and accurate decisions. Knowledge of federal, state and municipal laws and procedures related to Treasurer and Collector functions. Knowledge of accounting, collection work, payroll, personnel, borrowing, and investing. Ability to exercise discretion in handling confidential matters.

Other Qualifications: Must be able to obtain insurance bond annually. Must be available to attend evening and weekend meetings as requested.

Physical Demands: 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 essential functions.

While performing the duties of this Job, the employee is regularly required to walk; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Prepared By: Joanne Savignac, Treasurer/Collector	Date: 5/4/2011
Approved by Personnel Board	Date: 6/13/2012
Recommended by Town Manager	Date: 7/17/2012
Approved by Board of Selectmen	Date: 3/12/2013