



Town of Sandisfield

Treasurer/Tax Collector

Job Description

General Summary:

Under direction of the Town Manager, responsible for collection, disbursement, reporting and proper accounting of municipal funds in conformance with Massachusetts General Laws.

Essential Job Functions:

- Manages Town's finances; reconciles bank accounts; invests monies following established regulations.
- Generates tax bills; collects all taxes and other mandated fees.
- Responsible for timely processing of all accounts receivable.
- Prepares, submits, and maintains all State and Federal tax reports.
- Prepares, submits, and maintains all payroll including retirement and deferred compensation.
- Represents Town with State departments and agencies on matters of unemployment, insurance and compliance.
- Receives bankruptcy information and researches records to determine money due Town; notifies court of same.
- Processes municipal lien certificates.

Other Duties and Responsibilities:

- Provides timely updates to the Select Board on Fiscal Year status, issues or concerns
- Responds to citizen inquiries and requests.
- Manages employee records.
- Performs other related duties as required.

Skills/Experience/Training Required:

- Knowledge of Municipal accounting and tax collection, three years related experience and/or training.
- Thorough knowledge of fundamentals of generally accepted record keeping principles and practices.
- Thorough knowledge of modern office practices, procedures, and equipment, including computer proficiency

- Knowledge of standard data management and word processing software programs (e.g. Microsoft Word and Excel).
- Ability to communicate effectively verbally and in writing and to interact positively and effectively with Town residents, officials, employees and vendors.
- Ability to consistently meet deadlines.
- Ability to maintain the confidentiality of sensitive information.
- Ability to accurately prepare and maintain a variety of records and reports.
- Financial management skills.
- Must have the ability to be bonded.
- Possession of Massachusetts Municipal Treasurer's & Collector's Certification within three years of hire.

Working Conditions/Physical Demands:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Regularly uses computer keyboards and calculator requiring eye-hand coordination and finger dexterity.
- May spend extended periods on telephone.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.