TOWN OF NORTON
MUNICIPAL CENTER
70 EAST MAIN STREET, NORTON, MA 02766

Telephone: (508) 285-0210  Fax: (508) 285-0210
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Michael D. Yunits
Town Manager

TOWN OF NORTON
EMPLOYMENT OPPORTUNITY
TAX COLLECTOR - TREASURER

The Town of Norton is seeking qualified applicants for the position of Tax Collector - Treasurer. This position is a key member of the town’s financial team, reporting to the Town Manager, and requires a substantial degree of independent judgment in applying legal measures to collect municipal receivables and in the timing and amounts of municipal borrowings and investments. The Tax Collector - Treasurer performs professional, administrative, and supervisory work in overseeing and participating in the collection of all monies due the Town; the receipt, expenditure, and custody of municipal funds; the borrowing of money; the custody of tax title property; and all other related work as required and as outlined in MGL.

The salary range for this 40-hour/week position is $80,500 - $120,393 plus benefits. Qualified applicants should submit a cover letter, employment application, copies of license(s)/certification(s)/degree(s), and resume with five references to:

Hard Copy: Michael D. Yunits, Town Manager
“TREASURER – COLLECTOR POSITION”
Norton Town Hall
70 East Main Street
Norton MA 02766

Electronic Submission: mbrown@nortonmaus.com
Subject Line: “TREASURER – COLLECTOR POSITION”

This position will remain open until filled. AA/EOE.

Post: Town Hall Bulletin Board (07/03/24)
Web Sites:
   The Beacon (www.mma.org)
   Town Web Site (www.nortonma.org)
   Massachusetts Collector/Treasurer Association (www.masscta.com)

pc: Select Board
   Town Accountant
TITLE: Tax Collector - Treasurer

DEPARTMENT: Tax Collector - Treasurer

APPOINTING AUTHORITY: Town Manager

SUPERVISION: Works under the general supervision of the Town Manager.

HOURS OF WORK: Full-Time (40 Hour) Week.

FLSA STATUS: Exempt

AFFILIATION: Personnel By-Laws

Position Overview

This position is a key member of the town’s financial team, reporting to the Town Manager, and requires a substantial degree of independent judgment in applying legal measures to collect municipal receivables and in the timing and amounts of municipal borrowings and investments. The Tax Collector - Treasurer performs professional, administrative, and supervisory work in overseeing and participating in the collection of all monies due the Town; the receipt, expenditure, and custody of municipal funds; the borrowing of money; the custody of tax title property; and all other related work as required and as outlined in MGL.

Essential Job Functions

- Plan, direct, and supervise the work of the Tax Collector - Treasurer’s Office in accordance with the law, Town policies, and any other duties or reporting requirements of the Massachusetts Department of Revenue and in coordination with the Town Manager.

- Oversee the billing and collection of real estate, personal property, and motor vehicle excise taxes; liens; and other federal/state/municipal fees and charges; maintain records of accounts; transmit funds; and reconcile commitment books with Town Accountant.

- Responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales, or legal processes relative thereto; receives, takes charge of, and accounts for all monies belonging to the town, including Town government monies and receipts and expenditures of Water and Sewer Enterprise Funds, education, special trust funds, and state and federal grants; receive and identify monies due the town and furnish the Town Accountant with a detailed record of them.

- Enforce the law in regard to delinquent tax accounts; prepare required forms and documents for tax taking; compute interest and post abatements; handles preparation of municipal lien certificates.
• Responsible for oversight of the Town's investment programs, payrolls, and employee benefit packages which include health and life insurance, retirement and unemployment compensation. Supervise the preparation of and issue town payroll. Process reports and payments for employees’ insurance, pension plan, and benefit plans offered by the town, including cafeteria plans.

• Prepare monthly, quarterly, and annual statements relative to cash, investments, tax title, foreclosures, payroll, employee benefits, and debt obligations.

• Assist in the preparation of annual reports and annual budget.

• Serve as custodian of the stabilization funds, pension funds, trust funds, and tax titles. May be appointed to serve as custodian of tax possessions under certain circumstances.

• Ensure that all funds are received and disbursed in accordance with appropriate state, federal and local laws.

• Makes frequent contacts with other Town officials, state officials, bank officials, and the general public.

Minimum Qualifications

• Bachelor’s degree with an emphasis on finance, accounting, and management or related field with at least five years of progressively responsible experience in a municipal treasurer/collector position or equivalent experience.

• Possess, or be able to obtain within 24 months of appointment, Certification as a Collector and Treasurer by the Massachusetts Collector/Treasurer Association.

• Thorough knowledge of MA General Law relevant to the collection and disbursement of municipal funds, municipal finance laws, DOR rules and regulations, other applicable state and federal laws.

• Excellent verbal, written and analytical communications skills; aptitude with numbers.

• Must possess the management and interpersonal skills to effectively lead department staff.

• Advanced computer applications proficiency, including a working knowledge of Microsoft Windows, Microsoft Office, and Data National applications, word processing, spreadsheet, presentation and database software; knowledge of QDS software would be preferred.

• Must have ability to be bonded.

• Must satisfactorily pass all pre-employment reference and background checks.

• Must possess a valid Driver's license.

Knowledge, Ability and Skill

• Knowledge: Thorough knowledge of the principles and practices of financial management and Prudent Investor Rule, the Massachusetts General Laws related to treasury functions, and other applicable state and federal laws related to municipal finance and taxation.

• Ability to work in high pressure situations, as necessary.
• Good organizational skills; detail oriented, takes initiative and able to work independently.

• Ability to handle multiple tasks, prioritize effectively, and meet deadlines.

• Ability to plan and effectively manage Department budget.

• Familiarity with investment vehicles, banking products and operations; knowledge of the investment market.

• Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, and/or the public.

• Ability to deal with unpleasant or tense situations involving staff and/or the public;

• Ability to maintain detailed and extensive records and to track deadlines;

• Ability to prepare accurate financial reports and records.

• Honesty, reliability, discretion, and good judgment essential.

**Physical and Mental Requirements**
The work environment is typical of offices. Noise or physical surroundings may at times be distracting. Little to no physical demands are required to perform the work.

Work effort principally involves sitting or standing to perform work tasks, with intermittent periods of stooping and walking. There may also be some occasional lifting of objects such as ledgers (up to 30lbs.). Duties are largely mental rather than physical, but the job may require use of motor skills for activities such as moving objects, operating a telephone system, frequent use of the computer and/or most other office equipment, typing and/or word processing, filing, sorting, and operating a motor vehicle.

This is an office-based job in a dynamic municipal office.

While performing the duties of the Town Treasurer-Collector, the employee is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment, including computers and keyboards, at efficient speed.

**TO APPLY:**


**Hard Copy:**

Michael D. Yunits, Town Manager
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