FUNCTIONS:

- Open office and set up for the day. Accept all abatements from the day before.
- Provide customer assistance with tax payments and inquiries.
- Post all real estate tax, personal property tax and motor vehicle excise tax payments into Data National, create turnover and make up deposit slips for cash and scan checks using remote capture scanner.
- Monitor all data received for payments from Lockbox and online payments.
- Municipal Lien Certificates requests and processing.
- Receive turnovers from all town departments, including school departments
- Weekly receive vendor checks from accounting, match up and mail.
- Proof and bill out all Police/Fire detail billing. Maintain A/R of all payments pertaining to detail billing.
- Assist Treasurer/Collector with any projects as needed.

QUALIFICATIONS:

- High School diploma required.
- Working knowledge of office, accounting, and cash handling procedures.
- Effective verbal and written communication skills.
- Proficient computer skills, including Excel and Word.
- Ability to prioritize and complete multiple tasks.
- Good organizational skills and ability to be bonded.
- Must be able to work with frequent interruptions during peak collection times.

PHYSICAL REQUIREMENTS:

Minimal physical effort generally required. Ability to operate a keyboard at efficient speed and sit at a computer for long periods of time. Specific vision requirements include close vision and the ability to adjust focus. Ability to hear, walk, stand, stoop, kneel, crouch, reach, and sit. May be required to push, lift, or carry objects weighing up to 30 pounds.

TO APPLY: Qualified candidates shall submit a cover letter, Employment Application, and resume with the subject line “Treasurer-Tax Collector’s Dept. – Clerical (A Group) Position” as follows:

Hard Copy: Michael D. Yunits, Town Manager
Norton Town Hall
70 East Main Street
Norton MA 02766

Electronic Submission: myunits@nortonmaus.com

No phone calls please. Position will remain open until filled.