TOWN OF NORTON

EMPLOYMENT OPPORTUNITY
TAX COLLECTOR - TREASURER

The town of Norton (population 19,031) 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.

This salary range for this 40-hour/week position is $77,000 - $104,750 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:

Michael D. Yunits, Town Manager
Norton Municipal Center
70 East Main Street
Norton, MA 02766

This position will remain open until filled, but a review of applications will begin June 28, 2021.
AA/EOE.

Post: Town Hall Bulletin Board (06/02/21)
Web Sites:
  The Beacon (www.nnma.org)
  Town Web Site (www.nortonma.org)
  Massachusetts Collector/Treasurer Association (www.masscta.com)
p: Select Board
  Town Accountant
TAX COLLECTOR - TREASURER

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 with 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.
• Must possess the management and interpersonal skills to effectively lead an established department staff.
• Advanced computer applications proficiency, including a working knowledge of Microsoft Windows, Microsoft Office, and Data National applications.
• Must have ability to be bonded.
• Must satisfactorily pass all pre-employment reference and background checks.
• Must possess a valid Driver's license.