

Position Purpose:

Performs professional and administrative work in assisting the Treasurer/Collector and the Finance Department for the Town of Harvard, MA. This role performs a range of municipal finance functions including, but not limited to, payroll, tax collections, tax and utility billing and local revenue collections; performs all similar or related duties.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assist the Treasurer/Collector in performing his/her duties.
- Responsible for receiving, verifying, processing and posting biweekly payroll for all town departments including the Schools through manual and computer applications.
- Verify and correct payrolls from all departments, including base, overtime, differentials, etc. Oversees and monitors payroll deduction changes and updates for employees.
- Communicates, tracks and resolves Untaken/Mistaken deductions with monthly and/or as needed reconciliation reporting. Transmits deduction reports and processes wire transfers to providers.
- Assists with the preparation and mailing of real estate, personal property and excise billings.
- Uploads and posts electronic payment files from vendor.
- Receive, reconcile tax collections, real estate and excise; prepare bank deposits, take cash deposits to the local bank. Deposit checks via remote deposit.
- Receives, verifies and prepares documentation of departmental receipts.
- Prepares finance department bills for warrant for town accountant.
- Sorts, researches and categorizes charges for credit card statement.
- Categorizes all Verizon bills and charges to correct departments.
- Front desk coverage, and call outs to answer questions on RE and MV tax-related questions.
- Prepares initial MLC requests for tax collector.
- Services residents, employees and vendors on the telephone or in person regarding town receivables, payroll, and other general information.
- Answers and relays telephone inquiries to Town Hall. Coordinates and/or assists with departmental mailings such as tax bills, assessment notices, exemptions, etc.
- Provides general clerical duties of typing, filing and correspondence and assists and supports other functions within the Finance Department as required.
- Performs similar or related work as required.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Diploma, Associate's Degree in Finance or Business Administration or related field preferred. Three to five (3-5) years of bookkeeping experience in municipal government, with strong administrative experience; or any equivalent combination of education, training, and experience. Ability to be bonded.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the principles and practices of accounting and/or financial management. Knowledge of the legal controls, methods and procedures of municipal finance.

ASSISTANT TREASURER/COLLECTOR

HARVARD, MA

Thorough knowledge of office procedures, practices and terminology. Working knowledge of town operations. Knowledge of office equipment and the operation of computer software applications.

Ability: Ability to communicate effectively and efficiently verbally and in writing and to work effectively under time constraints to meet deadlines. Ability to coordinate and to establish and maintain effective working relationships with the general public, banking institutions, real estate professionals, legal counsel, vendors, contractors, other city employees and elected officials. Ability to analyze and interpret financial data and to present findings clearly. Ability to problem solve and work independently.

Skill: Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications. Aptitude for numbers and details. Excellent organizational, planning, management and analytical skills. Skill in all of the above listed tools and equipment.

Physical Requirements:

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.

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 40 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: This position performs various duties requiring a thorough knowledge of departmental operations and the ability to complete assigned tasks according to established procedures and protocol.

Supervision Received: Works under the supervision of the Treasurer/Collector.

Supervision Given: None.

Job Environment:

- A majority of work is performed under typical office conditions, with frequent interruptions; noise level is moderate.
- Regularly operates a computer, telephone, copier, fax machine and other standard office equipment.
- Makes frequent contacts with the general public, department heads, attorneys, banks and mortgage companies. Contacts are in person, in writing, and by telephone and via standard reports. Contacts require considerable persuasiveness and resourcefulness to influence others.
- Has access to department-level and town-wide confidential information; the application of appropriate judgment, discretion and professional office protocols is required.
- Errors could result in significant confusion and delay, loss of department services and have financial repercussions; exposure to certain legal liabilities. *(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)*