



**Position Title:** Finance Secretary  
**Department:** Treasurer Collector  
**Reports to:** Maryann MacKay  
**Hours:** Full-time (35) hours  
**Date:** June 14, 2021  
**Salary:** \$19.04 - \$20.85

**JOB SUMMARY:** Performs responsible clerical work and administrative support duties for the office of the Treasurer/Collector.

**ACCOUNTABILITY:** Work under the general supervision of the Town Treasurer/Collector. Routine daily activities are carried out with limited contact from the Treasurer/Collector who reviews completed tasks, records and reports.

**EQUIPMENT USED:** Computer, calculator, typewriter, telephone, copy and facsimile machines; postage machine, printers, hand stamp, paper cutter and hole punch.

**ENVIRONMENT:** Inside: 100%      Outside: 0%

**DUTIES AND RESPONSIBILITIES:** COLLECTION CLERK – RECEIPTS

- Balance drawer and receipts each morning. Record all accurately in the Cashbook.
- Sort and open daily mail. Process daily mail, balance, prepare deposits and record in Cashbook.
- Send out form letters for excise tax payments received that have already gone on demand or warrant. Also send out form letters as necessary requesting additional information to process payments. Maintain files for same.
- Initial and assign number for Treasurer's Receipts from other Departments. Accurately record same in Cashbook and Deposit Book.
- Collect all forms of taxes, fees, payments from the general public, and maintain accurate records of reports for Accounting Department and Treasurer/Collector.
- Assist coworkers, departments and citizens over the service counter or by telephone, in completing related work activity and processes. Check records for banks, realtors and Lawyers.
- Assist with the daily posting and run reports during busy times.
- Enter, trace and retrieve billing or payment data from computer terminal. Calculate interest and demand charges for overdue bills.
- Process payments of bills from the office such as water, personal property and real estate tax; apply thorough knowledge of total procedure for carrying out process.
- Process mail as required, i.e., water, personal property and real estate tax bills (Postage).
- Prepare, process, sort, verify for accuracy, file and maintain financial records and other documents in accordance with established systems, department policy and generally accepted accounting principles of the M.G.L.
- Assist coworkers in researching Municipal Lien Certificates as requested. Must have knowledge of spreadsheets, word processing and data entry.
- Follow oral and written instructions. Attend to many items simultaneously and/or in sequence. Maintain an appropriate level of confidentiality regarding records of the Town. Familiar with and executes safe work procedures associated with assigned work. Perform other duties as may, from time to time, be assigned.

**MINIMUM QUALIFICATIONS**

High school degree plus at least one year office or banking experience. Must be accurate with cash and possess the ability to communicate department information and policies in a pleasant and professional manner. Ability to efficiently organize daily work.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** High school diploma, with additional course work in bookkeeping and accounting, and three years of experience in governmental accounting and/or tax collecting procedures, or any equivalent combination of experience and training to demonstrate the knowledge, skills and abilities of the position.

**OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:** Knowledge of basic business correspondence, English and grammar. Knowledge of computer data entry procedures. Knowledge of basic accounting to balance daily reports. Knowledge of business filing and record keeping procedures for a municipal revenue and taxing office. Proficiency with: computers for word processing, spreadsheet and database applications, 10-key calculator, photocopier, facsimile machine and typewriter. Ability to transcribe data without errors. Ability to establish and maintain effective working relationships with supervisors, coworkers, municipal and county officials and the general public.

<b>Physical Requirements</b>			
<b>PRIMARY</b>		<b>COGNITIVE AND SENSORY REQUIREMENTS:</b>	
<b>LIFT up to 10 lbs:</b>	Occasionally required	<b>Talking:</b>	Necessary for communicating with others.
<b>LIFT 11-25 lbs.:</b>	Occasionally required	<b>Hearing:</b>	Necessary for receiving instructions and queries.
<b>LIFT 26-50 lbs.:</b>	Not required.	<b>Sight:</b>	Necessary to perform job effectively and correctly
<b>LIFT over 50 lbs.:</b>	Not required.	<b>Tasting &amp; Smelling:</b>	Not required.
<b>CARRY up to 10 lbs.:</b>	Occasionally required.		
<b>CARRY 11 to 25 lbs.:</b>	Occasionally required.		
<b>CARRY 26 to 50 lbs.:</b>	Not required.		
<b>CARRY over 50 lbs.:</b>	Not required.		
<b>REACH above shoulder height:</b>	Occasionally required.	<b>Other Physical Considerations</b>	
<b>REACH at shoulder height:</b>	Frequently required.	<b>Twisting:</b>	Occasionally required
<b>REACH below shoulder height:</b>	Occasionally required.	<b>Bending:</b>	Occasionally required
<b>PUSH/PULL:</b>	Occasionally required.	<b>Crawling:</b>	Not required.
		<b>Squatting:</b>	Occasionally required
		<b>Kneeling:</b>	Rarely required
<b>DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:</b>		<b>Crouching:</b>	Rarely required
		<b>Climbing:</b>	Occasionally required
<b>Consecutive Hours</b>		<b>Balancing:</b>	Not required.
Sit:	1 2 3 4 5 6 7 8 - <b>Varies Daily</b>	<b>HAND MANIPULATION</b>	
Stand	2 2 3 4 5 6 7 8 - <b>Varies Daily</b>	<b>Grasping:</b>	Frequently required
Walk	3 2 3 4 5 6 7 8 - <b>Varies Daily</b>	<b>Handling:</b>	Frequently required
		<b>Torquing:</b>	Frequently required
<b>Total Hours</b>		<b>Fingering:</b>	Frequently required
Sit	1 2 3 4 5 <b>6</b> 7 8		
Stand	<b>1</b> 2 3 4 5 6 7 8		
Walk	<b>1</b> 2 3 4 5 6 7 8		
<b>Controls and Equipment:</b>	Computer, telephone, copy and facsimile machines.		
<b>Work Surfaces:</b>	Standard office desk and chair;; computer work station; tile, carpet, cement floor; table; service counter.		