

June 8, 2021

JOB TITLE: FINANCE SECRETARY Counter I

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.

SUPERVISION EXERCISED: None.

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:

- 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

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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.

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.

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Attend to many items simultaneously and/or in sequence.

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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.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

LIFT up to 10 lbs.: Occasionally required

LIFT 11 to 25 lbs.: Occasionally required

LIFT 26 to 50 lbs.: Not required

LIFT over 50 lbs.: Not required

CARRY up to 10 lbs.: Occasionally required

CARRY 11 to 25 lbs.: Occasionally required

CARRY 26 to 50 lbs.: Not required

CARRY over 50 lbs.: Not required

REACH above shoulder height: Rarely required

REACH at shoulder height: Occasionally required

REACH below shoulder height: Occasionally required

PUSH/PULL: Rarely required

Other Physical Considerations:

Twisting: Occasionally required

Bending: Occasionally required

Crawling: Not required

Squatting: Not required

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Kneeling: Not required
 Crouching: Not required
 Climbing: Not required
 Balancing: Not required

WORK SURFACES(S): Standard office desk and chair; computer work station; customer service counter; conference and work tables; carpet and tile floors.

HAND MANIPULATION:

Grasping: Occasionally required
 Handling: Occasionally required
 Torquing: Not required
 Fingering: Frequently required

Controls and Equipment: Computer; calculator; typewriter; telephone; copy and facsimile machines; postage meter.

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours:

Sit: 1 2 3 4 5 6 7 8
 Stand: 1 2 3 4 5 6 7 8
 Walk: 1 2 3 4 5 6 7 8

Total Hours:

Sit: 1 2 3 4 5 6 7 8
 Stand: 1 2 3 4 5 6 7 8
 Walk: 1 2 3 4 5 6 7 8

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with people.
 Hearing: Necessary for receiving instructions and information.
 Sight: Necessary for doing job effectively.
 Tasting & Smelling: Not required.

SPECIFIC VOCATIONAL PREPARATION REQUIREMENTS(S):

- ☐ 1. Short demonstration only.
- ☐ 2. Any beyond short demonstration up to and including 30 days.
- ☐ 3. 30-90 days.
- ☐ 4. 91-180 days.
- ☒ 5. 181 days to 1 year.
- ☐ 6. 1 to 2 years.
- ☐ 7. 2 to 4 years.
- ☐ 8. 4 to 10 years.

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____ 9. Over 10 years.

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.

SUMMARY OF OCCUPATIONAL EXPOSURES: Some exposure to cleaning fluids and compounds, and copy machine toner.

OTHER CONSIDERATIONS AND REQUIREMENTS: Normal work week is 35 hours.

Job may require standing for moderate periods of time.

Job entails routine and repetitive tasks that, once learned, can be executed under general supervision. Work may be checked by senior department personnel to insure accuracy and completeness of assignments.