



Joseph C. Sullivan, Mayor

**Human Resources Department**

**Karen M. Shanley**  
Human Resources Director  
781-794-8264  
[kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

**Lee Anne Vaillencourt**  
Human Resources Generalist  
781-794-8262  
[lvallencourt@braintreema.gov](mailto:lvallencourt@braintreema.gov)

**Kathleen G. Holmquest**  
Benefits Coordinator  
781-794-8263  
[khholmquest@braintreema.gov](mailto:khholmquest@braintreema.gov)

**JOB POSTING**

**JOB TITLE:** Treasurer/Collector/Parking Clerk  
**LOCATION:** Treasurer/Collector's Department  
Town Hall  
**DATE AVAILABLE:** ASAP  
**SALARY:** M19 - \$74,903 - \$87,192

**QUALIFICATIONS:**

Bachelor's degree in Finance, Accounting or related field; Master's Degree preferred, 5 years of experience in municipal finance, business or financial management, or any equivalent combination of education and experience.

**RESPONSIBILITIES:**

Please see attached job description for complete details.

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**POSTING DATES:** September 7, 2012 – September 28, 2012

Applicants may submit a cover letter and resume to the following address:

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184  
or  
e-mail to [kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

Town of Braintree is an Equal Opportunity Employer

Grade: M-19  
Union: N/A  
Apptg. Authority: Finance Director  
Date Approved: 6/2008

**TREASURER/COLLECTOR/PARKING CLERK**

**NATURE OF WORK:**

Performs a variety of responsible administrative and supervisory tasks in connection with the disbursement of Town funds; the investment of idle cash; the collection of taxes; and the activities of Parking Clerk in accordance with Massachusetts General; related work as required.

Errors could result in loss of funds, inaccurate forecasts, poor bond ratings and audits, and other financial and legal repercussions.

**SUPERVISION:**

Works under the administrative direction of the Director of Municipal Finance. Supervises division employees.

**JOB ENVIRONMENT:**

Duties are generally performed under typical office conditions.

**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. Duties are not necessarily in order of importance or frequency of performance.)*

- Receives and identifies payments due the Town and furnishes the Town Accountant with detailed records thereof; insures safekeeping of funds received; manages Town monies in order to insure maximum cash availability when needed and maximum interest yield on short-term investment of idle cash.
- Receives and disburses funds for municipal electric light and water departments.
- Makes payments and accounts for amounts due on bills payable, scheduling disbursements to meet due dates but also insuring maximum return on investment of idle cash.

- Makes payment and accounts for all amounts due for salaries and wages, which activity involves interaction with the Human Resources Department and other administrative authorities, and assures compliance with General Laws relating to labor and industry, retirement, insurance, etc., and with provisions of local personnel bylaws, union contracts, and civil service regulations.
- Accounts for and disburses all payroll deduction amounts such as taxes, retirement, insurance, annuities, etc.; maintains all payroll records and certain personnel records.
- Acts as liaison between employees and Retirement Board and insurance vendors.
- Maintains cash book reflecting breakdown of all receipts and disbursements, and cash balances.
- Negotiates all borrowing for the Town.
- Is custodian of stabilization funds, retirement funds, sinking funds, trust and investment funds, and all other property of the Town not specifically allocated to other agencies such as insurance policies, fidelity bonds, and deeds to town property.
- Maintains tax title accounts; conducts sales of land of low value; purchases land not sold for taxes for the Town; petitions land court to establish title on other tax title property.
- Prepares various year-end reports, including reconciliation of Treasurer/Collector's cash, detailed statement of receipts and disbursements, schedules of bond payments dues, report of trust and investment funds, and report of other official acts of the Treasurer/Collector/Parking Clerk
- Makes frequent contact with other Town officials, state officials, banking institutions, insurance companies and with the general public.
- Collects taxes on real estate and personal property; collects betterment assessments, trash fees and motor vehicle excise taxes.
- Maintains accurate records of payments collected; supervises the posting of tax receipts, abatements, and disbursements.

- Oversees the preparation of tax title deeds for recording, and warrants on delinquent taxes for collection by outside deputies.
- Issues certificates of municipal liens and certifications dissolving betterments at Registry of Deeds
- Serves as Parking Clerk
- Supervises the activities of subordinates; assigns and monitors work activities; ensures compliance with established standards.
- Works with the Director of Municipal Finance to prepare the annual budget for the Treasurer/Collector Department.
- Performs other similar or related duties as required or as situation dictates.

**KNOWLEDGE, SKILLS, AND ABILITY:**

**Knowledge:** Thorough knowledge of state statutes relative to municipal finance and administrative rules and regulations governing the collection and accounting for municipal taxes. Thorough knowledge of federal and state laws covering payroll procedures and unemployment compensation. Thorough knowledge of the principles and procedures of accounting and skill in their application. Considerable knowledge on investing funds and banking procedures. Considerable knowledge of data processing procedures.

**Skills:** Skill in making investments and evaluating securities, managing cash collection and deposits, and supervising employees.

**Ability:** Ability to establish and maintain effective working relationships with Town officials and the general public. Ability to express oneself clearly and concisely, orally and in writing. Ability to maintain complex records.

**REQUIRED QUALIFICATIONS:**

Bachelor's degree in Finance, Accounting or related field; Master's Degree preferred, 5 years of experience in municipal finance, business or financial management, or any equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS:**

Minimal physical effort is generally required to perform duties in typical office conditions. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.