



TOWN OF BLANDFORD
Executive Office of the Select Board
1 Russell Stage Road
Blandford, MA 01008
413.848.4279 x206

www.townofblandford.com

Select Board Members

Cara Letendre, Chair
Theodore Cousineau
Jeff Allen

Town Administrator

Christopher E. Dunne

TOWN OF BLANDFORD
ASSISTANT TREASURER/COLLECTOR

DEFINITION

Position is responsible for administrative and supervisory work involving the receipt and the collection of all money due to the Town.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Collects taxes and other Town receipts;
- Communicates with taxpayers, mortgage companies and attorneys regarding taxes;
- Processes receivables and prepares departmental turnovers; travels to banks to make deposits.
- Manages and mails all real estate, personal property, excise, and water bills on a quarterly basis; downloads commitments into software applications
- Monitors and manages demand notice for all bills; assists Deputy Collector with file and then prints all notices and sends.
- Processes all electronic payments via town web portals to UNIPAY program
- Prepares municipal liens certificates for residents and realtors
- Compiles weekly and month-end schedule of payments to Treasurer containing checks and cash submitted to Treasurer's office to process and develop
- Assists with all administrative functions for the efficient and effective operation of the office; assists with preparation of departmental budget and annual report;
- Assists in reconciling accounts receivable at the conclusion of each month
- Assists in perfecting the tax title liens at the conclusion of each fiscal year
- Maintains and reconciles cash book to bank statements and assists in reconciling with the general ledger and accounting at the conclusion of each month
- Facilitates debt payment process including monitoring of payments, gathering of information for new debt, maintaining debt schedules
- Participates in monthly Town finance team meetings and biweekly Treasurer-Collector/Town Administrator check-ins
- Processes biweekly AP vouchers for department bills



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- Administers town payroll and personnel benefit program; responsible for the accuracy of all payroll deductions and related tax reporting; coordinates review of town health, life, and dental insurance contracts.
- Prepares statements regarding the Town's financial position, results of operations, and cash flows.
- Performs other related job duties as necessary.

SUPERVISION RECEIVED

Under general direction, the employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

SUPERVISION EXERCISED

The employee, as a regular and continuing part of the job, leads one other worker in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The employee provides training to new employees; reports to the supervisor on disciplinary problems, performance, and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

JUDGEMENT AND COMPLEXITY

The work consists of a variety of duties which follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan, or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile,



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uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to some confidential and sensitive information in the performance of duties

EDUCATION AND EXPERIENCE

Bachelor's degree in finance or accounting. One to three years municipal finance experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of general accounting, bookkeeping, accounts receivable, general municipal finance law and bank reconciliation; knowledge or applicable tax collection accounting software programs

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to understand and explain various types of correspondence, reports and media in order to explain and/ or train others. Ability to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently. Ability to be bonded is required.

Skills: Public relations and strong communication skills, computer skills including spreadsheet applications; problem solving skills.

WORK ENVIRONMENT

The majority of work is performed in a typical office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects weighing up to 30 pounds.

Motor Skills: Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes.