



HEAD CLERK-Treasurer/Collector Office

Town of Millbury

Wanted: Head Clerk in the Treasurer/Collector's Office. This is full time, benefitted, union position. **Duties and responsibilities include but not limited to:** assists with collection duties for taxes and utility payments, posting and receipts; customer service, email, telephone coverage; clerical support to the Treasurer/Tax Collector office, accounts payable entry for the office, supply orders, general office duties as assigned. **Qualifications:** Associate's Degree in finance, accounting or related field. Two to three years of experience in accounting, cash management desirable or an equivalent combination of education and experience. Must be able to be bonded. All applicants must be able to pass a criminal background/CORI check. **Salary range:** \$21.89-\$23.00 / hour. Letters of interest will be accepted until position is closed at Town Manager, Town of Millbury, 127 Elm Street, Millbury, MA 01527 or resumes@millburyma.gov.

AA/EOE

Posted on April 8, 2024

**TOWN OF MILLBURY
HEAD CLERK – TREASURER / COLLECTOR**

PURPOSE OF POSITION:

The purpose of this position is to provide customer service and meet clerical needs in the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Weekly:

- Window collections, telephone answering and calling of any resident or tax services with questions.
- Collection of payments for Real Estate, Excise, Personal Property & Sewer Use bills, balancing and deposits.
- Batch posting of receipts to customer accounts.
- Responsible for posting departmental receipts and Commonwealth of Massachusetts Credit advice transfers into the cash management record keeping system on a daily or weekly basis in conformity with best practices and the Office of the Treasurer/Tax Collector cash management policies and procedures; and responsible for posting credit receipts and revenue to the appropriate accounts as determined by the Finance Director.
- Process accounts payable invoices. Prepare department remittances to go with the accounts' payable invoices for School and Town.
- Performing many varieties of routine clerical work such as: typing, checking, filing, record keeping and other duties as assigned by the Treasurer/Collector
- Collection of all past due excise tax including contact with our Deputy Collectors: Kelly & Ryan, Assoc.
- Process weekly Municipal Lien Certificate
- Research and issue all Real Estate & Excise tax refunds
- Issue Sewer Betterment Release forms to Registry of Deeds

Monthly

- Process Tax Title payment; release forms to Registry to Deeds
- Keep up with all past due Tax Title letters
- Balance with Assessors office and Finance office monthly totals

ESSENTIAL TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Associates Degree, with two to three years related experience required, or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills

and abilities for this position. Successful and applicable work experience may be substituted for educational requirement.

The successful candidate should possess:

- a working knowledge of computers and electronic data processing; a working knowledge of modern office practices and procedures; and a working knowledge of governmental practices;
- the ability to proficiently use Microsoft Office Excel, Word and Access;
- the ability to operate a personal computer;
- the ability to use the office applications of Microsoft Office,
- the ability to craft a grammatically correct business letter;
- the ability to communicate effectively verbally and in writing;
- the ability to establish successful working relationships; and
- the ability to work under pressure and/or with frequent interruptions.
- the ability to work with the public

TOOLS AND EQUIPMENT USED

Personal computer, including Word; Excel and Access programs; use of cash register and standard office equipment i.e.; calculator, stapler, phone, fax and copy machine.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Physical Requirements:

- Must be physically able to operate a variety of automated offices machines and equipment, including, but not limited to computer, calculator, facsimile machine, copier, and telephone.
- Must be able to move or carry job-related objects or materials.
- Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.

- Physical demand requirements are at levels of those for sedentary or office environment work.

Language Ability:

- May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech, such as; billing statements, waivers, and various follow-up letters to residents and/or departments.

Interpersonal Communication:

- Requires the ability to communicate with people to convey or exchange professional information.
- Requires the ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instruction.

Environmental Adaptability:

- Work is normally performed in an office environment. Headaches, eyestrain, carpal tunnel, and related occupational hazards associated with computer work reflect most common potential for injury.

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