



# Treasurer Collector

Per Project Position

Up to \$65.00 per hour

## Position Description

Treasurer Collector assists our clients with planning, coordinating, and directing the policies and procedures of the office of Treasurer and Collector. Is responsible for the client's financial activities of cash investment and debt management; collection of taxes, accounts receivable and other revenues; payments of accounts payable and payroll in compliance with federal and state laws.

## Position Requirements

- ✓ Bachelor's Degree in finance, accounting, business or public administration, or related field.
- ✓ Must have a minimum of five (5) years of successful, full-time experience, with three (3) years in municipal government as Treasurer or Assistant Treasurer preferred or any equivalent combination of education and experience. The candidate must be bondable.
- ✓ Must possess the ability to communicate effectively, both verbally and in writing; must be able to maintain excellent working relationships with external financial organizations, as well as with co-workers and other City departments.
- ✓ Strong working knowledge of MS Office applications, databases, and payroll and management information systems. Experience with MUNIS preferred.
- ✓ Thorough knowledge of local, state, and federal laws related to taxation and financial reporting.
- ✓ High level of attention to detail, excellent follow-through, and persistence.
- ✓ Ability to prioritize and must possess excellent organizational skills, high energy, and initiative.
- ✓ Must be able to successfully demonstrate performance factors and duties listed above by completing a six (6) month probationary period. Certified Massachusetts Municipal

## Equal Opportunity Employer

Capital Strategic Solutions, LLC. is an equal opportunity employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics.