

Town of Franklin

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OFFICE OF HUMAN RESOURCES

JOB POSTING NOTICE

POSITION: Assistant Treasurer/Collector
GRADE: G-14
SALARY: \$59,000 - \$65,000
HOURS: 35 hours per week
POSTED: August 14, 2018 through September 16, 2018

The Town of Franklin is seeking qualified and experienced candidates for the position of Assistant Treasurer/Collector. The Treasurer/Collector's Office is responsible for the billing, collecting and investing of all monies due to the Town. The office is also responsible for the disbursement of all payrolls to the Town, School and retired employees, disbursement of bill warrant payments to vendors, and reconciliation of checks and bank accounts.

The Assistant Treasurer/Collector position is a full-time (35 hours/week) salaried position and assists the Treasurer/Collector in managing three full time and one part time clerical staff members, as well as senior work off employees. The position handles routine and confidential clerical, bookkeeping, cash receipts and administrative functions, including compiling payroll data to maintain payroll and employee records.

Franklin's population is approximately 33,621 and continues to grow. Franklin is a city form of government known as the "Town of Franklin." Stand and Poor's rating is a AA+. Our employees strive to provide superior customer service to both internal and external customers.

A full job description is available in Human Resources upon request.

The ideal candidate will possess the following:

- Demonstrated ability to tactfully and courteously deal with and maintain good relationships with all, including taxpayers, attorneys, banks, realtors, and employees
- Excellent customer service skills
- Must have or obtain a working knowledge of Massachusetts State Laws and practices in various tax collection procedures, record keeping principles and practices, preparing various cash deposits, reports and bank statements
- Ability to accurately prepare bill files and cash reports, and maintain financial records
- Knowledge of Enterprise Financial Software (MUNIS preferred) and Microsoft Office applications
- Must obtain or have a working knowledge of current electronic cash management system (currently Zobrio)

- Two or more years of supervisory experience in a financial setting
- Must have high ethical standards
- Must qualify for fidelity bonding

Once hired, the Assistant Treasurer/Collector is required to pursue certification as an Assistant Treasurer/Collector from the Massachusetts Collectors and Treasurers Association (MCTA). A complete job description is available in Human Resources upon request.

Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format to apply@franklinma.gov by September 16, 2018. Please put “Assistant Treasurer/Collector” in the subject line of the email.

The selected candidate will be required to successfully complete a background investigation and a pre-employment physical exam, including a drug test.