

Promotional ☐  
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Please Post 3/9/17

## NOTICE OF VACANCY

DEPARTMENT: Treasurer/Collector  
JOB CLASSIFICATION: Senior Accounts Clerk  
SALARY RANGE: \$17.57 - \$21.39/hour  
HOURS: 35 hour workweek

**BENEFITS:** VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. SICK LEAVE: After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. PERSONAL DAYS: 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health Insurance and Life Insurance available; HOLIDAYS: 11 paid holidays per year.

SUBJECT TO: 1 year probationary period

<p><b>TOWN OF HOLDEN</b> <b>Position Description</b> <b>FLSA: Non-Exempt</b></p>
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Position Title: **Senior Accounts Clerk (0130)**

Department: Treasurer/Collector

Reports To: Treasurer/Collector

Date: March 2017

### **GENERAL SUMMARY:**

Under general supervision of the Treasurer/Collector, responsible for a variety of bookkeeping and customer service functions with accuracy in a fast-paced environment.

### **ESSENTIAL JOB FUNCTIONS\*:**

- Process payments made by mail, over the counter, or by other departments, and report receipt of payment to appropriate department.
- Assist in collecting and accounting for all Town taxes; post payments to Town computer systems, reconcile and balance accounts and ensure reports are in agreement with other Town financial records.
- Conduct weekly and monthly reconciliation of real estate, personal property and motor vehicle excise taxes and related betterments.
- Maintain records of all insufficient funds checks, send letters to appropriate parties and/or departments, charge back accounts as necessary.
- Maintain current new owner files to ensure proper and timely mailing of tax bills to former and new property owners.
- Maintain records of utility bill collections as reported by the Light Department, and reconcile balances on a weekly basis.
- Assist in bi-weekly payroll and weekly accounts payable processing.
- Respond to a variety of inquiries from taxpayers, mortgage companies and/or tax services; refer unresolved matters to Treasurer/Collector or Assistant Treasurer/Collector.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Assist other members of the Department office staff in processing mail and counter payments and in accounts payable, payroll and treasury functions.

- Perform other related duties as assigned.

**SKILLS/EXPERIENCE/TRAINING REQUIRED:**

Education must be equivalent to completion of at least an Associate's degree in accounting/business related field.

Ability to perform detailed mathematical work accurately and efficiently within deadlines.

Prior experience in handling cash and check transactions.

Ability to prioritize tasks and deal effectively with interruptions.

Ability to communicate clearly and concisely both verbally and in writing.

Ability to interact effectively and tactfully with a wide variety of individuals including tax payers and other Town personnel.

Knowledge and experience of computerized systems, including Microsoft Word and Excel spreadsheet functions.

Ability to learn computerized municipal tax collection system.

**SUPERVISORY RESPONSIBILITY:**

None.

**WORKING CONDITIONS:**

Normal office environment not subject to extremes in temperature, noise, etc.

Frequent interruptions to assist the public in-person and on the telephone.

May spend extended periods of time at computer terminal, at desk or operating other office equipment requiring eye-hand coordination and finger dexterity.

May spend extended periods of time standing at the counter during heavy periods of tax collection.

Occasional lifting, bending and carrying of files, documents and records.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATIONS AVAILABLE: OFFICE OF TOWN MANAGER, STARBARD BUILDING, 1204 MAIN STREET, HOLDEN MA 01520 or visit [www.holdenma.gov](http://www.holdenma.gov) Employment Opportunities.

CLOSING DATE FOR APPLICATIONS: Until Filled

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE  
STARBARD BUILDING, HOLDEN MA 01520 (508) 210-5501  
Or visit [www.holdenma.gov](http://www.holdenma.gov) Employment Opportunities  
EQUAL OPPORTUNITY EMPLOYER  
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED