

TOWN OF MEDWAY

Assistant Collector

The Town of Medway is seeking experienced candidates for the position of Assistant Collector. This position works under the direction of the Treasurer Collector. The Assistant Collector performs financial, administrative, and customer service-related duties to assist the Treasurer Collector in the operations of the department.

The Assistant Collector assists residents in person, by phone, and by email. Collects and posts payments for real estate, personal property, excise tax, and utility bills. Performs monthly reconciliations of real estate and motor vehicle receivables. Responsible for daily scanning of checks and receipts and clearing Registry of Motor Vehicle (RMV) flagged excise tax bills with the Deputy Collector upon payment. Prepares and processes municipal lien certificates. Issues and sends excise tax collection reports to the Deputy Collector. Sends excise tax commitment files to the Deputy Collector and reviews monthly bills received from the Deputy Collector. Generates real estate and personal property tax reports. Uploads tax, water, sewer, and trash bills to the online payment portal and Town website. Completes and submits quarterly surveys of property tax collections to the US Department of Commerce. Processes tax title redemption certificates and prepares sewer betterment release forms. Participates in cross-training with other Treasurer Collector staff members, as needed.

An associate's degree in accounting or a related field is required. Three (3) years of accounting or other related experience is required, and municipal experience is strongly preferred. An equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the job may be considered.

The ability to be bonded is required. Ability to pass a background check including a Criminal Offender Record Information (CORI) check, and drug test is required.

For more details, please see the job description on the Town website. <https://archive.townofmedway.org/human-resources/pages/job-opportunities>

Please send a cover letter, resume, and employment application to: Human Resources Manager, Cheryl Houle at Medway Town Hall, 155 Village Street, Medway MA 02053, or email to choule@townofmedway.org. The Employment Application can be found here <https://archive.townofmedway.org/human-resources/files/employment-application-2>

Date of Posting: February 7, 2025
Closing Date: February 17, 2025
Position Grade: Grade 7, Step 1 \$25.01