



TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

Job Title:	ASSISTANT COLLECTOR	Date:	02/04/2025
Department:	TREASURER COLLECTOR	Grade:	7
Reports To:	TREASURER COLLECTOR	FLSA:	NON-EXEMPT

POSITION PURPOSE:

The Assistant Collector performs financial, administrative, and customer service duties to assist the Treasurer Collector in the operations of the department.

ESSENTIAL FUNCTIONS:

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.

SUPERVISION:

Works under the general direction of the Treasurer Collector.

RECOMMENDED MINIMUM QUALIFICATIONS:

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.



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KNOWLEDGE, ABILITY, AND SKILL:

Must possess excellent technology skills including Microsoft Office. Experience with Munis is preferred.

Must possess exceptional communication and interpersonal skills to effectively collaborate with other Town departments successfully.

PHYSICAL REQUIREMENTS:

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 essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

NOTES:

The essential functions or duties listed herein are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change