



ASSISTANT TOWN COLLECTOR – COLLECTOR’S OFFICE

The Town of Westwood has an immediate opening for an Assistant Town Collector to provide administrative, supervisory and technical work supporting the day-to-day operations of the Collector’s Office in the receipt of money and the collection of all taxes due the Town of Westwood.

Duties include the following: Oversees the performance of accounting and bookkeeping duties related to the collection of real estate, personal property, motor vehicle excise, and other taxes and payments for municipal services. Receives payments, calculates interest, and posts receipts. Establishes and monitors schedule of tax bill to include date of issue, drop date, date of interest calculations. Researches and prepares municipal lien certificates; researches history of delinquent accounts prior to tax taking; prepares tax taking posting and documentation. Coordinates arrangements with service bureaus; establishes and maintains all arrangements including timing of services, frequency of services; checks and reconciles records with printouts from service bureaus. Answers questions from taxpayers, banks and attorneys; explains tax collection procedures and regulations; researches questions; assists taxpayers in understanding tax bills and related documents. Oversees and assists in the preparation of daily, weekly and monthly department reports; prepares and reconciles monthly receivable reports. Prepares turnover of receipts to Town Treasurer; works with Town Treasurer to reconcile receipts. Prepares schedules of abatements and refund activity. Assists in the preparation of the Collector’s Office budget and monitors operating expenses; prepares Accounts Payable schedules; prepares and submits vouchers for payment.

Qualifications and experience: Associate’s degree in business, accounting or related field; Bachelor’s degree preferred. Three years of progressively responsible experience in accounting or cash management work; experience working in a municipal setting, or any equivalent combination of education and experience. Computer proficiency and strong customer service skills required. Good leadership skills. Ability to maintain accurate and detailed financial records and closely monitor the timing of deposits. Requires maintaining current knowledge of state regulations as they pertain to municipal accounting and collections. Must work cooperatively in a team environment and with other municipal offices to provide and receive factual information, research and resolve payment information.

Salary and Benefits: 35-hour per week, union position with an hourly range of \$31.84 - \$37.28 in eight steps. Comprehensive benefit package, including health, dental, life and long-term disability insurances, flexible spending accounts, deferred compensation plans, and more.

To Apply: Please submit cover letter and resume to hr@townhall.westwood.ma.us. ***Application deadline August 22, 2022.***

Posted: August 11, 2022