

CITY OF MARLBOROUGH

Marlborough, MA 01752

COLLECTOR'S OFFICE

CITY COLLECTOR/ASSISTANT FINANCE DIRECTOR

Posting Number:	AA#24-08	Date Posted:	February 29, 2024
Weekly Hours:	40 Hours/Week	FLSA:	Exempt
Hiring Rate:	\$3,219.83 – \$3,349.91/bi-weekly rate	Bargaining Unit:	Non-Union
Step Rate:	\$3,219.83 – \$3,621.97/bi-weekly rate	Location:	City Hall

The City of Marlborough is seeking to fill the full-time (40 hours a week) position of City Collector/Assistant Finance Director.

Under the direction of the Comptroller, the City Collector/Assistant Finance Director is responsible for maintaining and improving the efficiency and effectiveness of all areas of the Finance Department (Treasury/Collectors/Assessors). This position is responsible for the collection of all taxes due to the City. This senior-level position performs complex responsible duties requiring a high level of initiative and independent judgment in the planning, administration, and execution of the department's programs and services in accordance with applicable Massachusetts General Laws, City policies, City Codes, and relevant state, federal, and local regulations.

Specific Duties include:

Oversees and Processes Revenue Collection; responsible for effective collaboration between the Assessor's and Collector's Departments; manages all aspects of Tax Title; oversees and maintains as well as prepares preliminary budgets within the Finance Department (Treasury/Collectors/Assessors); direct supervision of the Collector's office staff and day to day operations as well as oversight of other Finance department operations and personnel; prepares and issues tax refunds for Real Estate, Personal Property, Water and Excise on a monthly and end of fiscal year basis; maintains relationships with outside vendors on a regular basis; at times, may need to assist with payroll functions within the Treasury Department; provides assistance with customer service inquiries; collects and processes account receivable payments; collects and processes all municipal tax bills which include Real Estate, Personal Property, Water and Excise; researches tax status of license and permit applicants; maintains records and permanent files of all accounts as required by the State for all bills and abatement/exemptions; maintains oversight of long-term Finance Department issues; files reports as required; Processes Treasurer turn-ins daily; monitors Real Estate/Personal Property, Water and Excise accounts for overpayments or shortages, refunds annually; notifies taxpayers on Real Estate/Personal Property bills of any missed payments; performs other related duties as required.

Education, Training, and Experience:

Bachelor's degree in business administration, accounting, or finance; or related field with certification as a municipal Treasurer/Collector preferred and five to seven years of related experience; or any equivalent combination of education, training, certification, and experience. Must be currently certified by the Mass Collectors and Treasurers Association or be able to obtain certification within four years of appointment. Must be able to be bonded. MUNIS experience preferred.

For a complete job description, [City Collector/Assistant Finance Director](#)

Please forward cover letter and resume to:

Human Resources Department
hrjobs@marlborough-ma.gov

Deadline for applicants: **Open Until Filled**