

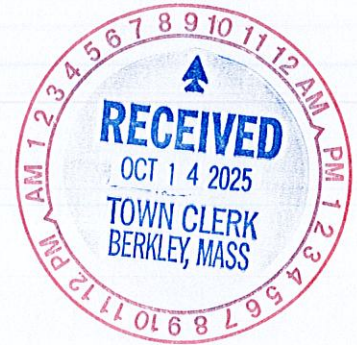


TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF SELECTMEN

One North Main Street
Office: 508-824-6794
Fax: 508-822-4603
E-mail: selectmen@berkleyma.us



JOB POSTING

POSTING: ☒ IN HOUSE
☒ OUTSIDE ADVERTISEMENT

DEPARTMENT: Board of Selectmen

POSITION: Treasurer/Collector
☒ NEW ☐ EXISTING

CLASSIFICATION: ☒ REGULAR ☒ SALARIED ☐ PART TIME ☐ CASUAL ☐ ON CALL

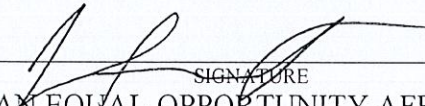
HOURS: 32 Hours/week

JOB: ☒ ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE: \$72,500-\$77,500

SUBMIT: ☐ Application, Cover Letter & Resume to: selectmen@berkleyma.us

CLOSING DATE: 11/14/2025

DEPT. HEAD SIG.:  10/09/2025
SIGNATURE DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

COPIES TO: ☐ PERSONNEL BOARD ☐ FINCOM ☐ UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

- | | |
|---|---|
| ☐ Town Clerk (certified copy) | ☐ Library |
| ☐ Highway Dept. Office (employee area) | ☐ Middle School |
| ☐ Community School | ☐ Public Safety Building lobby |

SIGNATURE

DATE

10/09/2025

**Town of Berkley
TREASURER/COLLECTOR**

DEFINITION

The Treasurer/Collector is the chief financial officer responsible for the custody, investment, and disbursement of all municipal funds, as well as the billing, collection, and reconciliation of all taxes, fees, and other municipal revenues. The Treasurer/Collector ensures compliance with all applicable Massachusetts General Laws, municipal by-laws, and professional standards, and plays a critical role in maintaining the Town's fiscal stability. This position requires strong financial management skills, independent judgment, and the ability to work collaboratively with town officials, staff, and the public.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be 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.

Treasurer Duties:

- Serve as custodian of all municipal funds, ensuring safe and lawful management of cash and investments.
- Develop and maintain cash management systems to monitor liquidity and ensure funds are available to meet obligations.
- Manage short-term and long-term borrowing, including preparation of borrowing documents and debt schedules, in compliance with M.G.L. c.44.
- Invest funds in accordance with Massachusetts General Laws and the Town's investment policy to maximize returns while safeguarding principal.
- Oversee the timely payment of all payroll, vendor obligations, and debt service.
- Prepare, reconcile, and report cash balances, investments, and debt obligations to the Town Accountant, Board of Selectmen, and other stakeholders.
- Oversee employee benefits administration in coordination with the Town Accountant, specifically administers group health, life, and disability and county retirement system; processes reports and payments for employees' insurance, pension plan, and benefits plans offered by the town
- Coordinate annual and special audits, and implement recommendations as appropriate.
- Plans, directs, and supervises the work of the Treasurer/Collector's Office, including preparation and administration of department budget
- Assists in the preparation of annual reports, capital improvement program and annual budget.

Collector Duties:

- Issue and collect all real estate, personal property, motor vehicle excise, and other taxes, fees, and special assessments in compliance with M.G.L. c.60.
- Manage all collection activities, including billing, payment processing, abatements, refunds, and enforcement actions.
- Maintain accurate and timely records of receivables, delinquencies, and payment agreements.
- Initiate and manage tax title and foreclosure proceedings, working with legal counsel to ensure compliance with all statutory requirements.
- Reconcile collections with the Town Accountant on a monthly basis.
- Provide high-quality customer service to residents, attorneys, tax services, and other stakeholders, addressing inquiries and resolving disputes.

SUPERVISION RECEIVED

Works under the policy direction of the Board of Selectmen and the administrative direction of the Town Administrator, in accordance with applicable Massachusetts General Laws, municipal by-laws, and professional standards. Operates with a high degree of independence in planning, prioritizing, and executing work.

SUPERVISION EXERCISED

Directly supervises departmental staff, including Assistant Treasurer, Assistant Collector and clerical staff, providing training, assigning work, evaluating performance, and addressing personnel matters.

JUDGMENT AND COMPLEXITY

Work requires frequent analysis of complex situations involving municipal finance, legal compliance, and policy interpretation. Must apply extensive knowledge of laws, regulations, and accounting principles to ensure compliance and fiscal integrity.

NATURE AND PURPOSE OF CONTACTS

Frequent contact with other Town departments, state agencies, auditors, banking and investment representatives, attorneys, taxpayers, and the general public. Serves as a spokesperson for the Town's fiscal matters and must exercise diplomacy, discretion, and professionalism at all times.

BONDING AND CONFIDENTIALITY

Must be bondable under Massachusetts law and maintain strict confidentiality of sensitive financial, legal, and personnel information in accordance with the Massachusetts Public Records Law.

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, finance, business administration, or a related field; Master's degree preferred.
- Minimum of 3–5 years of progressively responsible experience in municipal finance or related field, with at least 2 years in a supervisory role.

- Certified Massachusetts Municipal Treasurer and/or Collector designation preferred, or the ability to obtain certification within 3 years of appointment.
- Proficiency in municipal accounting and tax collection software (e.g., Zobrio, QDS) and strong Microsoft Excel skills.

KNOWLEDGE, ABILITY, AND SKILLS

- Comprehensive knowledge of Massachusetts General Laws related to municipal treasurers and collectors.
- Strong financial analysis, investment management, and debt management skills.
- Excellent oral and written communication skills.
- Ability to plan, prioritize, and manage multiple projects under tight deadlines.
- Commitment to public service, transparency, and ethical financial management.