



**CITY OF PEABODY
HUMAN RESOURCES DEPARTMENT
CITY HALL, 24 LOWELL STREET, PEABODY,
MA 01960**

Phone: (978) 538-5722/5721

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JOB POSTING

CITY COLLECTOR

Summary:

Directs and manages activities of workers engaged in the collection of the city's revenues including real estate, personal property and excise taxes, sewer, water and municipal fees, charges, bills and revenues committed to the office of the Collector, by performing the following duties personally or through subordinate supervisors. Reports to the Finance Director.

Essential Duties and Responsibilities:

As defined in City Ordinance Chapter 11, div.4; duties are accomplished through;

- Supervises and participates with workers in the collection process.
- Directs activities of clerical workers engaged in collecting taxes and records of taxes levied and paid.
- Authorizes addition of penalties on delinquent tax accounts.
- Interviews property owners to resolve complaints, and answer questions concerning taxes.
- Other duties may be assigned to meet obligations of law and City Ordinance.

Supervisory Responsibilities:

Management of subordinate Collector staff which is commonly comprised of four full-time employees, a part-time employee and a part-time assistant collector/treasurer. The City Collector is responsible for the overall direction, coordination, evaluation and successful performance of this office.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

Must possess a Bachelor's degree in the field of accounting, business or finance; a Master's degree in related field is preferred. Shall have at least two (2) years of senior staff experience in the field of accounting. A combination of relevant education/training and relevant experience will be considered. Experience in municipal finance is a plus.

Must be able to obtain a Fidelity Bond with a surety. Premium will be paid for by City.

Requires working knowledge of municipal finance laws, department of revenue regulations, and applicable state and federal laws.

Skills:

- Ability to read, analyze, and interpret common, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to reconcile bank statements, cash balances and receivables .

Physical Demands

Primarily an office position, indoors. Must be able to see and read from a variety of sources including frequent work on a computer monitor. Must be able to communicate clearly in English and hear in conversation and via phone. Must have hand and finger dexterity for frequent review of paper documents and computer keyboarding. Lifting may be up to 25 pounds, commonly not more than 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The noise level in the work environment is usually moderate due to the high volume of phone calls and activity in the office.

POSTING DATE: 09/01/2015

Qualified candidates apply by September 18, 2015. Apply to the HR Dept. at City Hall, room 204, 24 Lowell St.; e-mail cathy.trombley@peabody-ma.gov; or fax 978-538-5982. The City is an EOE