

TREASURY
Treasury and Collections Coordinator

DEFINITION

Position is responsible for providing highly responsible accounting and administrative services for the Treasurer and Collector's division in the Finance Department, including collection of taxes and other revenues, bank account reconciliation, funding and transferring of monies for Town obligations; preparation of financial reports; responding to inquiries, requests and complaints, and maintaining and updating records.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Receives all money for the Town, makes deposits and accounts for it via daily entries in Quickbooks;
- Manages funds to ensure all Town obligations can be paid in timely manner.
- Reconciles all bank accounts and prepares reports for Accounting Department and Finance Director.
- Processes and posts in person and mail payments, all lockbox and MCC ebill online payments, tax service files via computer processing.
- Researches and prepares Municipal Lien Certificates, Betterment Releases, and Redemption Certificates.
- Processes and posts delinquent excise tax payments received from Deputy Collector.
- Responds to in person, email, and phone inquiries, requests, and complaints from general public, banks, law firms, Town departments.
- Researches, processes and releases real estate, excise and water refunds; processes stop payments on vendor and payroll checks; processes non-negotiable checks.
- Collects fees, provides parking stickers or passes for Greenlodge parking program.
- Researches addresses and mails bills that were undeliverable
- Performs similar or related work as required.

SUPERVISION RECEIVED

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

ACCOUNTABILITY

The nature of work assures that errors are usually detected in succeeding operations. Consequences of errors, missed deadlines or poor judgment may include time loss caused by back checking by others and slowdowns in the processing of the work. Errors are generally confined to a single department, such as billing or accounting errors and/or failure to check a subordinate's performance.

JUDGMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to some confidential information in the performance of their duties

EDUCATION AND EXPERIENCE

Associate degree in accounting or related area required and from three up to five years of bookkeeping or accounting or related experience or any equivalent combination of education and experience

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of office billing practices and procedures; knowledge of Microsoft Excel, Quickbooks and other computer based applications.

Abilities: Ability to work independently; ability to manage multiple tasks in an accurate and timely manner; ability to interact in a positive and effective manner with the general public.

Skills: Skilled at establishing and maintaining effective working relationships with co-workers and other Town employees; skilled at communicating effectively orally and in writing.

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes; ability to use computer and other office equipment.