



*Town of Nahant*  
*334 Nahant Road*  
*Nahant, MA 01908*

*Telephone: 781-581-0088 Fax: 781-593-0340*

## **JOB POSTING TREASURER/COLLECTOR**

The Town of Nahant (population 3,410 with a general fund budget of \$11 million) seeks a highly qualified skilled professional to join the management team as Treasurer/Collector. Appointed by the Town Administrator, the Treasurer/Collector is a key member of the Town's financial team and is responsible for the efficient administration of the Treasurer/Collector's office. The successful candidate must possess the management and interpersonal skills to effectively lead an established department staff. Position responsibilities include the collection of all Town revenue including real estate, personal property and excise taxes, water and sewer bills, parking tickets and other municipal receipts, tax title administration, receipt, disbursement and investment of Town funds; management of and oversight of debt and capital plan funds in accordance with Massachusetts and federal law. The Treasurer/Collector is responsible for the development of cash management procedures, including forecasting and maximizing cash flow, monitoring receipts and maintaining internal financial control procedures including the reconciliation of all Town funds, receivables, trust funds and state/federal grants.

Responsibilities include a variety of other duties and additional special projects assigned by the Town Administrator.

### **Required Qualifications**

Bachelor's Degree in accounting, finance, business or a related field required; Master's Degree preferred; five years of responsible experience in financial management, preferably in a municipal setting; or an equivalent combination of education and experience. Experience with Zobrio and Data National Financial Software System preferred. A demonstrated knowledge of Massachusetts General Laws Chapter 44 and 60 and applicable laws related to municipal collections and taxation; possess or be able to obtain Certification by the Massachusetts Collectors and Treasurers Association within three years of appointment.

**Salary Range:** \$69,000 - \$81,000 plus an excellent benefit package

**To Apply:** Interested applicants should send a cover letter and resume to Town Administrator's Office. Attn: Antonio Barletta [abarletta@nahant.org](mailto:abarletta@nahant.org).  
Resumes will be held in strict confidence.

**Application Deadline:** 12/14/18

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**