

## TOWN OF ASHBY

### ASSISTANT TAX COLLECTOR

The Town of Ashby is accepting applications from qualified Ashby residents to serve as an Assistant Collector. Contingent upon successful completion of a 4-week (+/-) training period, the appointee will then be eligible for appointment as the Interim Collector, and serve out the remaining term of the elected incumbent, who intends to resign later this fall.

#### Duties:

- Accepting and posting payments
- Scanning checks for daily deposit
- Weekly turnovers
- GL reconciliations
- Creating invoices for billing cycles
- Preparing Municipal Lien Certificates
- Handing CDBG payoff and subordination requests
- Managing the collection process (including tax title and small claims court)
- Maintain at least a 95% collections rate

#### Requirements:

- Attendance at the annual Massachusetts Collector and Treasurer Association school, to acquire and maintain Municipal Collector Certification.
- Must be bondable
- Able to run for re-election for three-year terms, beginning April, 2021.

#### Qualifications:

- Prior related municipal or bookkeeping experience
- Computer literacy and proficiency, including Microsoft Office
- Exceptional customer service skill, including the ability to handle difficult customer interactions and sensitive matters
- Willingness to work cooperatively with other Town Hall personnel in service to Ashby residents

#### Compensation:

The Assistant Collector position is non-benefited, paying \$15.50/hour; The Collector position is salaried, has insurance benefit eligibility (20 hours/week requirement), and currently pays \$40,206.41/year (plus \$1,000 if certified). Hours fluctuate, and are heaviest during peak collection periods and at year-end. Averaged weekly hours will run to 30 hours/week, annually.

Cover letter and resume should be submitted on or before October 1, 2018 to the Selectmen's Office, 895 Main Street, Ashby 01431. Job application is available on the Town's website [www.ashbyma.gov](http://www.ashbyma.gov)