



Joseph C. Sullivan, Mayor

Human Resources Department

Karen M. Shanley
Human Resources Director
781-794-8264
kshanley@braintreema.gov

Kathleen G. Holmquest
Benefits Coordinator
781-794-8263
kholmquest@braintreema.gov

Lee Anne Vallencourt
Human Resources Generalist
781-794-8262
lvallencourt@braintreema.gov

JOB POSTING

JOB TITLE: Treasury Accountant
UNION: Non-Union
LOCATION: Treasurer/Collector Department
DATE AVAILABLE: ASAP
SALARY: M9 (Non-BPMA Salary Scale) - \$51,784.10 - \$60,095.48

QUALIFICATIONS:

Bachelor's degree with a major in accounting. Experience with system conversions. Advanced excel skills. Knowledge of quick books a plus. Experience with fund accounting a plus. Minimum of three years related experience.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: June 28, 2012 – July 13, 2012

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

Town of Braintree is an Equal Opportunity Employer

Union: None
Grade: M-9
Approved: 6/12

TREASURY ACCOUNTANT
Treasurer/Collector

DEFINITION

The Treasury Accountant maintains the cash books for the Town. Records all receipts and reconciles the Treasurer's cash to the general ledger and the bank statements. Assists the Treasurer/Tax Collector with tax title preparation. Prepares yearly unclaimed property report. Also performs responsible customer service and financial duties pertaining to the receipt, processing and recording of town funds; other related work, as required.

SUPERVISION

Works under the general direction of the Treasurer/Collector in accordance with established methods and procedures; issues requiring clarification are referred to the supervisor; the employee works independently to complete work in accordance with established departmental policies and standards; a variety of responsible duties require considerable attention to detail and accuracy.

JOB ENVIRONMENT

Work is performed in typical office conditions. The workload is subject to fluctuations, due to scheduled events and deadlines.

The employee operates standard office equipment.

Performance of duties requires ongoing contact with town employees and departments, banks, and vendors to provide and obtain information on a variety of tax issues; the employee provides assistance to taxpayers daily, in person and by telephone.

The employee may have access to confidential information pertaining to legal proceedings.

Failure to reconcile cash would result in monetary loss and have legal consequences for the town.

ESSENTIAL FUNCTIONS

The essential duties or functions listed below are intended to illustrate 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.

Maintains the cash books for the Town.

Records all receipts and reconciles the Treasurer's cash to the general ledger and the bank statements.

Reconciles all accounts receivable accounts between the Treasurer/Tax Collector's system and the general ledger

Assists the Treasurer/Tax Collector with tax title preparation.

Prepares yearly unclaimed property report. Including notification and publication in accordance with Mass General Laws.

Assists the Treasurer/Collector with preparation of the departmental budget.

Prepare reports for the Department of Revenue including; quarterly cash report, indebtedness report and all account receivable reconciliations.

Assist Treasurer/Tax Collector with annual SEC disclosure report, paying debt service and updating the City's official statement for bond issuance.

Responsible for tax title research with the Registry of Deeds including preparing notification letters and publication up and including placing properties in tax title.

Maintain the City's tax deferral program. Including calculating payoffs.

Maintains the City's performance bonds and cash surety's received from Planning and Community Development. Deposits cash and releases amounts per the Board's direction. Works with the External Auditors to provide them with needed information.

Responsible to ensure all trust accounts are reported to the Town Accountant.

Performs similar or related work as required, or as situation dictates.

KNOWLEDGE, SKILL & ABILITY

Knowledge, Ability and Skill

Knowledge of office practices and procedures; knowledge of bookkeeping, banking and reconciliation processes; familiarity with municipal taxation preferred.

Ability to work independently and meet deadlines; ability to interact effectively and cooperatively with individual employees and town departments; ability to communicate effectively in written and oral form. Must be able to handle cash and checks accurately.

Customer service and problem-solving skills; skill and accuracy in working with numbers and detail; computer skills, including spreadsheets; organizational skills.

REQUIRED QUALIFICATIONS

Bachelor's degree with a major in accounting. Experience with system conversions. Advanced excel skills. Knowledge of quick books a plus. Experience with fund accounting a plus. Minimum of three years related experience.

PHYSICAL REQUIREMENTS

Minimum physical effort is required to perform most duties. The employee is frequently required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.