



Job Title: Assistant Collector

Department: Collectors Office

Hours: Monday – Thursday, 8:15am – 5:00pm, Friday, 8:15am – 12:15pm

Salary: Commensurate with experience, this is a union position

DEFINITION:

The Assistant Collector is responsible for providing skilled financial, administrative and technical work in receipt, expenditure and custody of municipal funds. The incumbent will also provide assistance to the Treasurer/Collector to discharge the duties of his/her office including the timely disbursement of associated state and federal reporting requirements, collection of revenue and reconciliation activities as required. This person will also supervise the daily activities of clerk within the Collector's office.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended 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 logically assigned to the position.

- Provides daily supervision and oversight of collector's office staff and scheduling of daily tasks.
- Performs daily reconciliation of all deposits, web payments and staff cash drawers.
- Processes municipal lien certificates.
- Interacts with and provides assistance to other departments within City Hall as well as the public.
- Posts and records tax abatements.
- Posts and prints all real estate and personal property tax bills quarterly in cooperation with other departments.
- Issues monthly refunds and returned checks/web charge backs.
- Coordinates the post dates and due dates of water/sewer citywide and monthly billing.
- Posts the motor vehicle (excise) commitments.
- Updates motor vehicle (excise bills) to demand, warrant, and final warrant and flagged at RMV.
- Advertises tax delinquencies in the local newspaper
- Performs all weekly, monthly and annual reporting requirements including monthly and year end closing and balancing
- Oversees the 40U process including ensuring payments are applied to the correct account, reconciling balances and coordinating with the Health and Inspectional Services Departments.
- Ensures that all staff adheres to applicable Massachusetts General Laws.
- Performs other related duties as required.

SUPERVISION RECEIVED:

The incumbent works largely independently and receives general instruction and guidance from the Treasurer/Collector. This person should seek clarification for only the most complex or non-routine tasks.

QUALIFICATIONS:

- Revere residency strongly preferred.
- Minimum of five (5) years of experience with billing and collections ideally within a municipality; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Minimum of one to three (1-3) years of supervisory experience required preferably within a municipal environment.
- One to three (1-3) years of customer service experience required.
- Bachelor's degree in business, accounting or similar field preferred.
- Ability to speak Spanish preferred.

KNOWLEDGE, ABILITY, AND SKILLS:**Knowledge:**

- Candidate will be expected to learn standard operating procedures utilized by the collections department.
- Knowledge of personnel and business management techniques; knowledge of accounting and record keeping techniques.
- Knowledge of the land management process.
- Knowledge of MUNIS and Govern software strongly preferred.

Abilities:

- Ability to deal effectively, tactfully, firmly, and appropriately with coworkers and the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow and provide written and oral directions and instructions.
- Ability to process accurate data entry records.
- Ability to formulate excel spreadsheets in order to analyze data.
- Ability to work effectively in a fast paced environment and meet deadlines.
- Ability to multi task in a fast paced environment

Skills:

- Skilled in using automated systems and the Microsoft Office suite of products especially Excel.
- Excellent mathematical and organizational skills.
- Creative thinking, listening and problem solving skills.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. Daily interaction with the general public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work

frequently involves dealing with difficult people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Friday, January 31, 2020 at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.