



## **BOARD OF SELECTMEN'S OFFICE**

272 Main Street, Townsend, MA

(978) 597-1701 [selectmen@townsend.ma.us](mailto:selectmen@townsend.ma.us)

James M. Kreidler, Jr.  
Town Administrator

### **TOWN OF TOWNSEND EMPLOYMENT OPPORTUNITY**

The Town of Townsend has a vacancy for the position of Treasurer-Collector. The position is appointed by and takes policy direction from the Board of Selectmen and under day to day administrative direction of the Town Administrator.

Position is contractual upon successful completion of negotiations.

Responsibilities: Perform administrative and technical work involving the collection of taxes and receivables; receipt, custody, disbursement, and borrowing of funds, and for the preparation of related reports; cash management procedures, monitoring receipts, and maintaining internal financial controls including reconciliations of all Town funds, receivables, trust funds, and grants; performs certain personnel management processes related to retirement, payroll, and benefits; and similar duties as assigned. Must be certified by the Massachusetts Collectors and Treasurers Association or obtain certification within three (3) years of appointment.

Qualifications: Bachelor's degree in business administration, accounting, finance, or a related field; three (3) years of progressively responsible experience in accounting or financial management; or any equivalent combination of education and experience.

Must be able to work closely with the Town Administrator, other finance officers, employees, and appointed and elected officials.

Applications shall be submitted to James M. Kreidler, Jr., Town Administrator, 272 Main Street, Townsend, MA 01469 or by email [selectmen@townsend.ma.us](mailto:selectmen@townsend.ma.us).

Applications will be accepted until such time as the position is filled. Townsend is an EOE/AA.