



Massachusetts PROVINCETOWN

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

Town Treasurer/Collector

In accordance with Massachusetts General Law Chapter 41, this position is responsible for the planning, directing, managing and overseeing of the Town's treasury and collection responsibilities, specifically to receive and invest all municipal funds; provide timely processing of all payrolls and associated federal and state reporting requirements; disburse all payables; reconcile bank accounts, funds, and receivables; manage tax delinquency and foreclosure proceedings; oversee seasonal parking permit and ticket administration; issue/manage all authorized debt; and other duties as required. The Provincetown Town organization is a dynamic, able, professional and high performing group.

Minimum qualifications for this position include Bachelor degree in finance, accounting, business administration or equivalent, or a related field; three to five years of municipal/governmental accounting experience; or any equivalent combination of education and experience to successfully perform the required duties of the position.

This is a Grade 11, nonunion position within the Town's Compensation Plan. This position is 40 hours per week, Monday – Thursday 8am – 5pm & Friday 8am – 12pm. Starting pay will be based on demonstrated qualifications and experience within the salary range of \$80,848 and \$100,542. Complete job description and employment application are available on the Town's website at <http://www.provincetown-ma.gov>. This position will remain open until filled.

Send completed cover letter and resume to: rickwhite58@verizon.net or Richard J White, Groux-White Consulting, LLC, 1 Pelham Road, Lexington, MA 02421. All applications will be considered with the upmost of confidentiality.

The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.

Alex Morse, Town Manager

Posted: Provincetown Town Buildings, <http://www.provincetown-ma.gov>, Indeed, CCYP, Town Facebook, Linked In, MTCA, MMA
Date : August 9, 2021, 4:45 pm AR