



PROVINCETOWN

Massachusetts

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

Town Treasurer

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.

Minimum qualifications for this position include Bachelor's degree in finance, accounting, business administration, 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 9, 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 \$74,000 – \$89,500. 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 application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or hr@provincetown-ma.gov

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

Date :April 23, 2021

Town Hall: 04/27/2021, 10:30 am AR