



**TOWN OF FRAMINGHAM  
MASSACHUSETTS**

**RFP#16-10  
July 27, 2015**

**NOTICE OF VACANCY  
July 27, 2015**

**POSITION: Fiscal Supervisor**

**DEPARTMENT: Treasurer/Collector**

**SALARY: M-4 \$45,948 -\$54,915**

**HOURS: Monday – Friday 8:30 am – 5:00 pm 37.5 per week**

Statement of Duties: Employee is responsible for the provision of administrative and clerical functions in support of the Treasurer/Collector's office. Employee is required to perform all similar or related duties. The employee is responsible for maintenance of daily logging of all entries to the Cashbook, reconciliation of bank statement for the town – including Workmen's Com and Retirement and Walsh Middle School and High School check books. Employee does some back up functions for Office Manager and Assistant Treasurer

Supervision Required: Employee works under the general supervision of the Office Manager. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed

Supervisory Responsibility: Employee is not required to regularly supervise other town employees.

Confidentiality: In accordance with the State Public Records law the employee has access to confidential information such as department records.

Accountability: Consequences of errors or poor judgment may include missed deadlines, legal repercussions, and adverse public relations.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and in some case may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Employee performs work in an office setting subject to frequent interruptions.

Nature and Purpose of Relationships: Relationships are primarily with co-workers, committee members, and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Risk exposure is similar to that found in an office setting.

Essential Functions:

*The essential functions or duties listed below are intended only 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 a logical assignment to the position.*

1. Performs a range of administrative and clerical functions including but not limited to the receipt and posting of deposits, credits, warrants, taxes, transfers, voided checks, manual checks, returned checks and other miscellaneous transactions.
2. Responsible for keeping accurate records on rental property checks received by the Town, and creating a turnover report processing for deposit.
3. Responds to requests for information via telephone inquiries or by letter.
4. Provides back-up staff support at the customer service window as required.
5. Records interest rates, bank balances and interest earned per bank account.
6. Determines which departments should be credited for reimbursements and grants in accordance with the department's revenue codes.
7. Responsible for the reconciliation of bank statements including worker's compensation and Retirement, Walsh Middle School and High School

8. Responsible for the preparation of quarterly reports for the State Department of Revenue.
9. Responsible for reconciliation of Walsh and High School checkbooks.
10. Responsible for reconciling the Cash Book to the General Ledger. Recognizes unusual instances and deals with accordingly through advice of Town Accountant and / or Treasurer.
11. The position also works very closely with the Town Accountant when there are reconciling issues.
12. Assist Office Manager and Assistant Treasurer as backup on some duties. i.e. preparation of weekly Cash Transfers between banks, processing of specific paperwork for Credit Cards, Nutrikids and Insufficient Fund Checks.

Recommended Minimum Qualifications:

Education and Experience: Must have a High School Diploma or equivalent; one to three (1-3) years of office experience; or an equivalent combination of education and experience.

Special Requirements: Notary Public certification preferred.

Knowledge, Abilities and Skill

Knowledge: Knowledge of office procedures, computer programs and equipment in support of department operations. Knowledge of technology including but not limited to office software (word processing and spread sheet applications) and the use of email and the Internet in support of department operations.

Abilities: Ability to plan and prioritize work, and have a productive work flow. To perform multiple tasks in a timely and accurate manner; ability to work independently and be self motivated. Ability to deal effectively with disgruntled members of the public. Attention to detail and finding and solving errors / problems. Ability to be proactive in creating way to ensure positive outcomes. Taking initiative and performing required and additional duties.

Skills: Proficient customer service skills; proficient written and oral communication skills, and good common sense. Proficient data processing, business mathematics, analytical, bookkeeping, and personal computer keyboarding skills.

Physical and Mental Requirements

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

**Motor Skills:** Position requires the application of basic motor skills for activities including but not limited to operating office equipment, personal computer keyboarding, pushing, pulling or lifting office equipment and the sorting of papers.

**Visual Skills:** Position requires the employee to constantly read documents and reports for understanding and analytical purposes.

**Please visit our website:**

**<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>**

**The Town of Framingham is an Affirmative Action Equal Opportunity Employer.**