



Town of Berlin
Office of the Town Administrator
23 Linden Street, Berlin, MA 01503
978-310-5919
townadmin@townofberlin.com

INTERNAL POSTING

Town of Berlin Treasurer/Collector

The Town of Berlin seeks a highly motivated individual to join its management team as Treasurer/Collector. Proven ability to work both independently and through staff members in the collection of all Town revenue including real estate, personal property and excise taxes, municipal receipts and investment of Town funds is required. Candidates must have strong leadership skills and experience building staff capacity. The position also requires management and oversight of Town debt. The Treasurer/Collector is further responsible for the development of cash management procedures, monitoring receipts, timely tax collection, and maintaining internal financial control procedures including the reconciliations of all Town funds, receivables, trust funds and grants. Job responsibilities also include administration of payroll, leave management, and benefits administration. Salary is up to \$95,000 DOQ.

Qualifications: Demonstrated experience in a municipal financial setting desired; HR background or experience; knowledge of VADAR, and Harpers payroll systems desired; possess or be able to obtain initial certification as a Massachusetts Collector or Treasurer within three years of appointment; Bachelor's degree in business administration or finance preferred.

Forward cover letter, resume and three professional references to: Town Administrator Kristen L. Rubin at townadmin@townofberlin.com by **April 1, 2024 at 5:00pm**. EOE/AA