

Town Treasurer/Collector

The Town of Natick, an AAA-rated community in the MetroWest region, is seeking a skilled and forward-thinking professional to serve as its next Town Treasurer/Collector. Reporting to the Deputy Town Administrator/Finance Director, this position is a key member of the Town's finance leadership team and plays a critical role in ensuring the integrity, stability, and effective management of municipal financial operations.

Working in partnership with a dedicated and experienced team, the Treasurer/Collector oversees tax and utility billing and collections, cash management, debt administration, bond issuances, and municipal receivables in accordance with Massachusetts General Laws and best practices in municipal finance.

The ideal candidate is a collaborative and service-oriented leader with strong technical expertise, sound financial judgment, and a demonstrated commitment to operational excellence, innovation, and exceptional customer service. This role offers an opportunity to contribute meaningfully to the Town's continued fiscal strength and long-term financial sustainability.

Duties and Responsibilities:

- Lead and oversee all operations of the Treasurer/Collector's Office, including tax billing, collections, cash management, investments, and debt administration.
- Serve as custodian of all Town funds, ensuring accurate receipt, disbursement, safeguarding, and accounting of municipal assets.
- Manage cash flow, banking relationships, investments, and borrowing activities to maintain liquidity and maximize returns.
- Direct tax collection, accounts receivable, municipal lien enforcement, tax title proceedings, and foreclosure activities.
- Develop and implement financial policies, internal controls, and investment strategies in compliance with state and federal regulations.
- Administer Town trust funds, retirement-related accounts, and other fiduciary responsibilities.
- Prepare financial reports, reconcile accounts, and ensure the accuracy and integrity of financial records.
- Oversee departmental budgeting, staffing, training, performance management, and operational efficiency initiatives.
- Collaborate with Town departments, government agencies, financial institutions, and the public on financial matters.
- Promote customer service excellence and expand the use of online payment and billing solutions.
- Perform related duties as required by statute or assigned by Town leadership.

Requirements:

- Must possess a minimum of a bachelor's degree in finance or equivalent.
- Minimum of at least five (5) years of progressively responsible work experience in municipal finance, at least three (3) years in a supervisory capacity.
- Substantial experience working with municipal ERP systems, preferably MUNIS.

Special Requirements:

- Must be certified or working toward certification by the Massachusetts Collectors and Treasurers Association within one year of hire.
- Must be bondable as Collector and as Treasurer for at least the requirement set forth by the Department of Revenue or otherwise prescribed by the Town.

Compensation:

The starting salary will range from \$130,000 to \$140,000 annually, depending on qualifications and experience. This is a full-time exempt position. Natick offers excellent employee benefits.

The full job description can be viewed on the Town's website at <https://www.natickma.gov/285/Non-Union-Full-Time-and-Part-Time-Job-De>.

The position will remain open until it is filled.

How to apply:

Interested candidates should submit one combined pdf document that includes a cover letter and resume with a file name (last name, job title applying, Natick) to hr@natickma.org or to the Director of Human Resources, Town of Natick, 13 East Central Street, Natick, MA 01760.

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