



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

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Bridget Panniello, Head Clerk/Floater – bpanniello@haverhillma.gov

August 25, 2025

JOB # 2025-37

**PLEASE POST
ANTICIPATED OPENING**

POSITION:

Assistant City Treasurer/Tax Collector
Treasurer/Collector Office

HOURS OF WORK:

Monday – Friday 8am – 4pm
35 hours per week

SALARY:

\$74,567.31 to \$87,511.54 per year
(According to Administrative/Professional Positions Salary Schedule)

GENERAL STATEMENT OF DUTIES:

Employee works under the general supervision of the City Treasurer/Tax Collector. Position is responsible for providing administrative, technical, and customer support to the City Treasurer/Tax Collector within the Collector/Treasurer's Office. Work includes receiving tax payments and tax title accounts, processing turnovers, reconciling accounts, providing customer service, payroll backup, processing accounts receivables, performing data entry, maintaining and updating records, compiling and maintaining information for department and public use, and providing other assistance as required for the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responds to inquiries from the public or other city departments on the phone, in person, or in writing; provides information and assistance when possible, or refers individuals to the appropriate person for assistance.

Shall assist in supervising staff in responding to customer relations regarding billing issues and participate in the resolution of more complex or difficult customer relations.

Responsible for funding and transferring of funds from various bank accounts to cover the weekly departmental and city/school vendor warrants & payrolls, as well as other miscellaneous expenses.

Maintains and updates department files, records, and/or database information. Post real estate, excise, water/sewer payments into the department database. Oversee the process for the distribution of municipal lien certificates in a timely manner.

Preparation of Turnovers to the Treasurer/Tax Collector. Receives all turnover sheets daily, verifies information, and prepares balance sheets for the end-of-day reconciliation. Maintains tax title accounts annually and maintains payment records. Research bank adjustments and make corrections as needed. Balances vendor accounts monthly on a spreadsheet.

Processes accounts receivable for several departments, maintain records of accounts. Maintains and reconciles bank accounts monthly, enters information onto corresponding spreadsheets, and maintains records of checks returned for insufficient funds.



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Prepares monthly reconciliation of Deputy Collector's accounts by spreadsheet on a monthly basis. Processes betterment releases received. Submits department payroll and maintains attendance/leave records/balances. Prepare departmental bill schedules.

Will be required to get an appointment from the State of Massachusetts to become a Notary Public to notarize departmental official documents.

The duties listed above are intended only as illustrations of the various types 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.

QUALIFICATIONS:

Five years of increasingly responsible experience in tax billing and collections, bookkeeping, banking and cash reconciliation required. Thorough knowledge of governmental accounting, budgeting, finance principles/practices and modern principles/procedures governing municipal budgeting control. Must have knowledge of Massachusetts municipal finance laws, Department of Revenue (DOR) regulations and other applicable laws. Degree in Accounting, Business Administration or Finance is preferred but not required.

An equivalent combination of education and experience may be substituted.

Proficiency in computer programs and applications. Must have strong organizational skills and be detail-oriented. Knowledge of BudgetSense, SoftRight, and Harpers Payroll programs preferred. Ability to interact in a positive and effective manner with employees/constituents.

PHYSICAL DEMANDS:

The position is sedentary in nature. Ability to walk or stand continuously throughout the day and frequent movement in and out of the office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City (which may include evening meetings); strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Workdays may exceed more than seven (7) hours. **Attendance is mandatory.**

Applicants will be required to undergo a background check, including CORI/SORI screening, prior to appointment.

CLOSING DATE: OPEN UNTIL FILLED

APPLICATION IS AVAILABLE ONLINE AT:

www.haverhillma.gov/government/job-opportunities

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT HRD@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2025-37

"The City of Haverhill is an AA/EEO/ADA Employer."