



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmccclanahan@haverhillma.gov

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

April 30, 2025

Job # 2025-11

PLEASE POST
ANTICIPATED OPENING

POSITION:

City Treasurer/Tax Collector

Treasurer/Collector Office

HOURS OF WORK:

Monday-Friday 8am-4pm

35 Hours per week

SALARY:

\$115,513-\$130,009 per year

(According to Administrative & Professional Salary Schedule)

SUMMARY

Under the direction of the Chief Financial Officer (City Auditor), the City Treasurer/Tax Collector manages City financial operations and is directly responsible for the coordination, administration, operation and management of the City's cash management systems, internal payroll process, disbursement of funds, and all monetary collection activities (including the collection of all taxes, parking tickets and tax titles). The Treasurer/Collector is responsible for the coordination, and issuance of all short-term and long-term debt obligations required to fund the City's capital improvement program.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The City Treasurer/Tax Collector shall oversee the City's banking and cash management programs; monitor cash levels, prepare cash flow projections for long- and short-term borrowing; pay interest on maturing debt and work with financial advisors to prepare all papers for bond and note issues; provide information to Rating Agencies for City bond ratings and sign bonds, notes, and other papers of credit for the City. The Treasurer/Collector is responsible for the reconciliation of cash.

The City Treasurer/Tax Collector shall, unless otherwise provided by statute, receive, hold and invest all cash deposited to the City in accordance with all Massachusetts General Laws, internal policies, and the General Code of the City of Haverhill; demand payment in writing of all accounts due to the City and pursue any legal methods of collection; deposit, or cause to be deposited, all revenues and money accruing to the City from any source.

The City Treasurer/Tax Collector will be responsible for the effective and efficient operation of the Treasurer/Collector's Office and the management of all related staff; shall supervise staff in responding to customer relations regarding billing issues, and participate in the resolution of more complex or difficult customer relations; monitor and oversee the preparation of various financial and accounting reports related to revenues, collections, and reconciliation of cash and receivables with the City Auditor, City departments and banking records. The City Treasurer/Tax Collector shall be responsible for training of employees; planning, assigning and directing work; and establishing goals and objectives for department.



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The Treasurer/Collector's Office is responsible for processing the city's internal payroll process and therefore the Treasurer/Tax Collector is responsible for ensuring proper controls are in place to secure the accuracy and integrity of the payroll process, records, and technology systems.

The City Treasurer/Tax Collector will be responsible for attending meetings as necessary and coordinating department operations with those of City departments and divisions; will develop, implement, monitor and update department procedures and practices for maximum efficiency; work with Information Technology to resolve issues and implement technology upgrades as related to department functions and city-wide systems; develop and monitor the department budget and control expenses within approved levels; appoint deputies as needed to serve demands or other delinquent instruments. Perform all other related duties as required.

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

The City Treasurer/Tax Collector should have (a) at least three (3) years professional experience as a municipal Treasurer/Collector or at least five (5) years of full time or equivalent part-time professional experience in accounting, auditing, budgeting or finance work, (b) of which at least three (3) years were in a supervisory capacity. Must have a thorough knowledge of governmental accounting, budgeting, finance principles/practices and modern principles/procedures governing municipal budgeting control; Ability to plan, assign, review and coordinate the maintenance of the city treasury; must have knowledge of Massachusetts municipal finance laws, Department of Revenue (DOR) regulations and other applicable. Degree in Accounting, Business Administration or Finance is preferred but not required.

CERTIFICATES AND LICENSES

Certification as a Massachusetts Collector and/or Treasurer is preferred but not required. Ability to become certified as a Massachusetts Collector or Treasurer within eighteen months of appointment is required. City Treasurer/Tax Collector must be bondable.

PHYSICAL DEMANDS

Position is sedentary in nature. Ability to walk or stand continuously throughout the day and frequent movement in and out of 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. Workday may exceed more than seven (7) hours. Attendance is mandatory. May require attendance to evening meetings.

CLOSING DATE: OPEN UNTIL FILLED

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

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@CITYOFHAVERHILL.COM

PLEASE REFERENCE JOB # 2025-11

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