

<b>Title: Treasurer/Collector</b>	<b>Adopted: November 12, 2025 Updated:</b>
<b>Reports to: Board of Water Commissioners and District Manager</b>	<b>FLSA Status: Exempt</b>

## **Summary**

The employee works under the administration and policy direction of the Acton Water District Board of Water Commissioners and relevant municipal policies as well as statutory duties and responsibilities, in accordance with all applicable Massachusetts General laws and professional standards. The employee performs highly responsible functions of a complex nature, which require considerable use of independent judgment and initiative in the planning, administration and execution of the District's services, and in the interpretation and application of laws, regulations and procedures. The employee has authority to make decisions with regard to financial matters, and informs the Board and other District officials, the public and state officials of departmental progress, issues of concern to the District, and office initiatives being undertaken.

Administration includes the management of all District funds, payroll, benefits management, investments, borrowing, rate setting, budgetary and capital management. Performs all other related work as required.

## **Essential Functions**

*The essential functions or duties listed below 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.*

- Receives all Acton Water District funds and expends and accounts for funds according to the order of the District's authorized officers and Massachusetts General Laws; is authorized to pay any bill of the District; serves as custodian of all District funds; ensures funds are adequate to meet current obligation's; manages funds to ensure that all obligations can be paid in a timely manner; and is continually aware of the District's cash position, depositing cash receipts weekly and reconciling all bank accounts.
- Prepares various reports on a weekly, monthly, quarterly, or annual basis relative to cash reconciliation, receipts and balances, payroll deductions, statements of debt and repayment schedule, and trust funds to local, state, and federal agencies.
- Represents the District on matters of borrowing brought before State and Federal authorities, and rating agencies. Directs, oversees and maintains records of all; long-term and short-term borrowing of the District; reports transactions and status to State and Federal authorities as required, including annual continuing disclosures.
- Process payroll for the District; withholds employee contributions for retirement of District employees; assures eligible participants are afforded applicable insurance coverage and that appropriate withholding is made from payroll; and assures that retiree payments are collected for the group insurance plan. Payroll for the District is processed entirely in-house.
- Responsible for all benefits management and related personnel administration.
- Recommends policies and actions to the Commissioners, Finance Committee and District Manager to ensure proper financial administration of the District. Attend all meetings of the Board of Water Commissioners and Finance Committee.

- Remitting agent for federal and state withholding taxes, retirement programs, health plans, insurance plans, unemployment insurance, deferred compensation, and voluntary benefits. Pays out and accounts for all payroll and personnel deduction amounts to the appropriate vendors or tax entities.
- Is an essential member of the senior management of the District and will contribute to the long term success of the District.
- Treasurer also acts as the Office Manager. In the role of Office Manager performs duties under the direction of the District Manager.
- Trustee of the District's OPEB Trust Fund.
- Maintains District records, including those related to employee earnings and benefits, and debt, in accordance with federal and state records retention requirements.
- Has access to District-related confidential information, primarily related to personnel and is responsible for maintaining that confidentiality.
- Employee has contact with the public in order to receive and provide specific information, to check and confirm information or data, and to otherwise facilitate and accomplish the duties and objectives of the District. Regular contacts include customers, other water utilities, banks, financial and lending institutions, federal and state agencies, insurance agents, third party administrators, and retirement agencies. Contacts are made in writing, in person, and on the telephone.
- Employee is an appointed official and must carry out full scale management responsibilities, making certain that the District's financial responsibilities are completed with accuracy and on time, and ensuring that the work program of the department is accomplished. Errors can result in delay or loss of service, monetary loss, and/or legal repercussions. The position's responsibility is to ensure that payroll processing, benefits management, cash and investment management are of the highest quality, to ensure bond rating stability.
- Performs other similar or related duties, as required or as situation dictates.

### **Supervision**

*Supervision Scope:* Performs highly responsible functions of a complex and technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; assumes direct accountability for District results.

*Supervision Received:* Works under the administrative direction of the Board of Water Commissioners in accordance with the statutes of the applicable Massachusetts general laws and local bylaws. Incumbent functions independently referring specific problems to the Board only where clarification or interpretation of District policy or procedures is required. In the role of Office Manager performs duties under the direction of the District Manager.

*Supervision Given:* Has supervisory responsibility for all employees of the Finance Department.

### **Recommended Minimum Qualifications**

Bachelor's Degree in Financial Management, Accounting, Business Administration, or related field, and a minimum of five years' responsible supervisory or financial management experience, preferably in municipal government; or any equivalent combination of education and experience.

#### Required Licensing/Certification:

A valid U.S. driver's license.

A candidate must obtain and maintain certification from the Massachusetts Collectors and Treasurers

Association (MCTA) within four years of original employment as a Treasurer. Must be bondable.

All financial matters are dynamic and forever evolving; the Treasurer must stay abreast of changes in Federal, State and Local laws and be engaged in all means of continuing education available so as to enhance the performance of their responsibilities and duties to the benefit of the District.

**Knowledge, Ability, and Skill:**

*Knowledge:* Knowledge of Massachusetts General Laws, rules, and regulations related to the positions of Municipal Treasurer, financial management, budgeting, investment management, and borrowing. Knowledge of accounting practices. Knowledge of By-laws, rules, and regulations.

*Ability:* Ability to work independently, in a timely and accurate manner, solve problems, analyze and interpret financial information. Ability to express oneself clearly and concisely both orally and in writing and to speak effectively in public in regard to the position's responsibilities. Ability to represent the District effectively in important financial areas which could have considerable impact on current and long-range economic conditions within the District.

*Skill:* Extensive skill in the operation of computerized accounting software, Excel or other spreadsheet software and internet/email communication. Strong interpersonal skills to work effectively with other town departments and employees and the general public.

**Job Environment:**

- Work is performed under typical office conditions; required to attend in person and remote evening meetings of the finance committee, board of water commissioners, and other boards and committees as needed.
- Operates standard office equipment and computers.
- Work requires regular contacts with customers, community leaders, local, state and federal officials, requiring administrative and technical knowledge and ability to promote and protect the District's best interests; contacts require considerable skill in negotiating and resourcefulness and discretion in influencing decisions and behavior of other department heads; contacts with customers regarding complaints or problems that require research and resolution.
- Has access to all organization-wide confidential information such as bid proposals, lawsuits, personnel records, water abatements, etc.
- Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the District's financial position; errors may also result in legal ramifications.

**Physical Requirements**

*The physical demands described 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 essential functions.*

Minimal physical effort required; may be required to move/transport up to 20 pounds such as books, computers, and common office objects. Position requires the ability to operate a keyboard and general office equipment at efficient speed and view computer screens for an extended period of time. The employee is frequently required to convey information at meetings with staff and others. Ability to operate a motor vehicle to transact water district business.

*The Acton Water District values diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The District embraces and encourages all qualified candidates to apply. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*