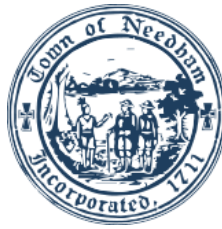


Needham, MA – Town Treasurer/Tax Collector



Position Statement

Summary

The Town of Needham, Mass., is seeking a highly qualified professional to serve as Town Treasurer/Tax Collector. This full-time position reports to the Assistant Town Manager/Director of Finance and, working as part of the municipal team, serves as custodian of the financial assets of the town with a specific focus on general fund cash, stabilization funds, trust funds, enterprise funds and investments, borrowing and debt management, tax titles, and collection of all taxes due to the town.

The Community

Needham (pop. 32,091) is a primarily residential suburban community with a highly regarded school system, a well-managed town, and a strong sense of community. A desirable suburb of Boston, Needham is an ideal location for anyone working in the city or along the I-95/Route 128 corridor as there are three exits providing access to the town.



Needham has a thriving downtown and is home to global high-technology firms, life science companies, world-class healthcare facilities, popular restaurants, and the Franklin W. Olin College of Engineering. A multi-year renovation of the Town Common, designed to provide a focal point downtown in which residents and visitors can come together, enjoy the outdoors, and connect to local institutions and businesses, will reach completion with a grand reopening in spring of 2023.

Public transportation is readily available in Needham with MBTA commuter rail service from Boston's South Station that includes four stops in Needham. The MBTA also provides bus service and Route 135 passes through the town. Needham borders Dover, Westwood, Dedham, Wellesley, Newton, and the West Roxbury section of Boston. The [Charles River](#) forms nearly all of the southern and northeastern boundaries and [Cutler Park](#), a 600-acre nature preserve and public recreation area lies within Needham.

Needham's median household income is \$174,700, according to U.S. Census data. In 2020, the median property value in Needham was \$900,200 and the home ownership rate was 84.5%. The average single-family tax bill in FY22 is \$13,586.

Government

Needham has a Select Board-Town Manager form of government with representative Town Meeting. Under Massachusetts General Laws (MGL) and the [Needham General By-Laws & Charter](#), the executive powers of the Town are vested in the five-member [Select Board](#). Members are elected for three-year staggered terms. The Select Board serves as the chief goal setting and policy-making body of the Town. The Board appoints the Town Manager as the Chief Executive Officer of the Town.

“The Town of Needham is a professionally run organization that is committed to creating an inclusive culture where employees can perform at the highest levels. Our employees are dedicated to their work and rely on each other as a team to ensure that Needham remains a place where engaged and committed people want to live, work, and play.”

The Town Manager is appointed by the Select Board to oversee the daily operations of the Town, advise, administer the policies and procedures of the Select Board, and enforce Town bylaws and actions passed at Town Meeting. The Town Manager is responsible for the effective management of Town departments (other than schools), preparing an annual budget and capital plan, coordinating activities leading up to the annual Town Meeting, providing support to the volunteer committee system, working with other levels of government, and managing special projects for the Select Board.

Needham has a representative Town Meeting with both elected members from 10 precincts and specific elected officers as at-large members. The Town Meeting is run by the Moderator who is elected and is responsible for declaring the votes which are then recorded by the Town Clerk. The Clerk is also responsible for recording the minutes of the meeting and sending the voted general and zoning bylaws to the attorney general for approval.

Important Links

- [Town of Needham](#)
- [Finance Department](#)
- [General By-Laws & Charter](#)
- [Budget Documents](#)
- [Financial Reports](#)
- [ARPA Investments](#)
- [Annual Town Reports](#)



Upcoming Projects/Challenges

Anticipated projects/challenges for the new Town Treasurer/Tax Collector include:

- Oversee the conversion of the billing and collection software system over the next 18 months.
- Supervise and manage a dedicated group of staff, many recently hired.
- Use of outstanding diplomatic skills in dealing with the task of collecting delinquencies.
- Position necessitates extensive knowledge of banking regulations.

Position Responsibilities

Reporting to the Assistant Town Manager/Director of Finance, the Town Treasurer/Tax Collector serves as custodian of the financial assets of the town with a specific focus on general fund cash, stabilization funds, trust funds, enterprise funds and investments, borrowing and debt management, handling tax title, and collection of all taxes due to the town.

Specific position functions, among others, include:

- Under the direction of the Assistant Town Manager/Director of Finance and in accordance with State statutes and Town by-laws, plan, control, and direct the functions of the Treasurer and Tax Collector's Office, including the billing, collecting, and depositing of receipts; cash and investment management; and the sale of short and long-term borrowing.
- Participate with Assistant Town Manager/Director of Finance, Director of Assessing, Town Accountant, and Director of Management Information Systems in planning and coordination of Town-wide financial operations.
- Plan overall departmental activities and develop and recommend policies and procedures in areas of responsibility; interview, select, orient, train, and schedule assigned staff; and evaluate performance and recommend personnel actions.
- Receive, disburse, and account for all Town funds, utilizing automated systems; and ensure that adequate funds are available from Town accounts for the timely payment of Town obligations.
- Responsible for the issuance, collection, receipt, and accounting of all committed taxes, betterments, water and sewer charges, and other receivables. The office certifies as to the existence of municipal liens, and counts and records parking meter receipts.
- Supports the borrowing decisions made by the Assistant Town Manager/Director of Finance.
- Oversees an office of 5.0 FTEs.
- Serves on relevant boards and committees as assigned, including the Property Tax Relief Committee and the Trust Fund Committee.
- Serves as Treasurer of [Needham Contributory Retirement Board](#).
- Perform other related duties as required by statute or as directed.

Education and Experience

- Completion of four-year college degree in Public Administration, Finance, Administration, or a related field.
- Seven (7) years of related experience including three (3) years of supervisory experience.
- Attainment of a Massachusetts Certified Treasurer/Collector is desirable.
- Valid driver's license.
- Ability to be bonded.
- Excellent communication and interpersonal skills, and possess a tactful approach in customer service.



Compensation Package

Starting annual salary: \$105K+/-, negotiable depending on qualifications. In addition to a competitive salary, the total offer will feature a comprehensive benefits package, which may include (depending on position):

- Flexible Work Options
- “Summer Hours” with early release Fridays
- Employer-Sponsored Health Insurance
- Health Savings Account with an Eligible Health Insurance Plan
- Flexible Spending Account for Health Care and Dependent Care
- Dental and Vision Coverage
- Basic and Optional Life Insurance Coverage
- Retirement Plan: Contributory Defined Benefit Pension Plan (mandatory participation)
- 457b Deferred Compensation Plan, Pre-tax or Roth (voluntary participation)
- Paid Holidays
- Paid Personal and Vacation Leave
- Employer Paid Non-Occupational Sick Leave
- Tuition Assistance and Paid Professional Development Opportunities
- Highly Supportive of Participation in Professional Associations
- Qualified Employer for the Federal Public Service Student Loan Forgiveness Program
- Comprehensive Employee Assistance Program which includes mental health, financial education, legal referrals, and much more.

How To Apply

Position is open until filled. For a guaranteed review of application materials, interested applicants should send cover letter and résumé, in confidence, by November 25, 2022, 3:00 p.m. EST, via email to:

Apply@CommunityParadigm.com

Subject: Needham Town Treasurer / Tax Collector

Submit a single PDF containing both cover letter and résumé.

Following the date above, application materials will be reviewed according to the outlined qualifications. A selection of finalists will be chosen for further evaluation, reference checks, and background reviews before being advanced to the Town Manager for consideration.

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Blynch@communityparadigm.com
978-621-6733

The Town of Needham, Mass., is an Equal Opportunity/Affirmative Action Employer.