



# TOWN OF WILLIAMSBURG, MA

## Employment Opportunity

Collector/Treasurer's Office

Posted March 2024 until filled

**The Town of Williamsburg, Collector/Treasurer's Office, is currently accepting applications for a part-time position: Assistant Collector/Treasurer**

**Compensation rate: \$25.00/hour; 10 hours/week**

To apply, please submit a resume or job application, and letter of interest to:

[collectortreasurer@burgy.org](mailto:collectortreasurer@burgy.org)

Resumes will be accepted until the position is filled. Call 413-268-8401 for more information. <https://www.burgy.org/board-selectmen/pages/employment-applications-opportunities>

The town is looking for an assistant to help in the Collector/Treasurer's Office. Job duties to include:

The *Assistant Treasurer* is responsible for assisting the Treasurer with the management and administration of Town funds in accordance with Massachusetts General Law. Including new hire processing, payroll, W2's, 1095's, and bank reconciliation.

The *Assistant Collector* is responsible for assisting the collector with the processing, printing, mailing, and collection of real estate and personal property taxes, motor vehicle excise, and water/sewer bills, betterments, and other related charges added to and committed as taxes according to Massachusetts General Laws.

### Requirements:

Finance, Accounting and/or relevant municipal experience. Customer service experience and a high level of confidentiality. Ability to be bondable required.

Schedule is flexible but will vary during peak collection times and vacation coverage.