

# **NOTICE OF POSITION OPENING**

## **TOWN TREASURER/COLLECTOR**

The Town of Avon seeks candidates for the position of Town Treasurer/Collector. The position is appointed by the Board of Selectmen.

Responsibilities include but are not limited to administering all town funds, short and long term investments, cash management and analysis, issuance of debt, management of banking services, employee benefits, payroll administration, and reconciliation of bank accounts, cash, and receivables.

Qualifications: Requires working knowledge of municipal finance laws, Department of Revenue regulations, applicable state and federal laws, and Municipal Software knowledge required (WTI preferred). Bachelor's degree in accounting, business, finance, or related field strongly preferred; an equivalent combination of education and experience will be considered. Requires excellent verbal, written, and analytical communication skills. Candidate must be bondable.

Certification by the Massachusetts Collectors and Treasurers Association as a certified Massachusetts municipal collector and/or certified Massachusetts municipal treasurer preferred.

Applications shall be submitted by December 31, 2013 to: Michael McCue, Town Administrator, 65 East Main Street, Avon, MA 02322 or by email [mmccue@avonmass.org](mailto:mmccue@avonmass.org).