**Treasurer / Collector**

**Town of Shelburne**

The town of Shelburne is seeking a qualified candidate for the full-time Treasurer/Collector position. Responsible for the administration of all municipal funds, including analysis of cash flow, custody and investment of funds, issuance of debt, collection of taxes and receivables, the custody of tax title properties and compliance with applicable laws under the direction of the Town Administrator. Responsible for payroll processing, administers retirement and benefit program.

Minimum qualifications: Bachelor’s degree in finance or business-related field; three years’ experience in municipal finance, business, or related field; or in place of a degree, five-plus years of relevant experience; knowledge of Massachusetts laws pertaining to municipal finance and taxation; experience with collection and payroll financial systems, and spreadsheets. Strong communication skills required. Must be bondable. Certification from Massachusetts Treasurer/Collector’s Association a plus. The salary range for this position is $55,000 to $62,000; commensurate with experience. Please email resume and cover letter to Terry Narkewicz at Townadmin@townofshelburnema.gov. The position will remain open until filled. EOE/AA