



City of Framingham, MA

May 9, 2024

Position Vacancy

RFP #24-044-01

Position: Fiscal Supervisor - Cash
Department: Office of the Treasurer/Collector
Grade: M-5 Full Range: \$56,351 - \$72,896
Anticipated Hiring Range: \$56,351 - \$63,460
Schedule: 37.5 Hours per week
Monday, Wednesday & Thursday 8:30 a.m. to 5:00 p.m.
Tuesday 8:30 a.m. to 7:00 p.m.
Friday 8:30 a.m. to 12:30 p.m.

The City of Framingham is currently a 100% onsite work environment.

The Treasurer/Collector's Office is responsible for the billing and collection of money due to the city, including Real Estate Tax, Personal Property Tax, Motor Vehicle Excise Tax, and Water/Sewer Utility Bills. Additionally, we receive Parking Meter receipts, Federal and State reimbursements and grants, as well as a myriad of miscellaneous departmental permits, licenses and fees.

Position Purpose:

The Fiscal Supervisor provides administrative and clerical support to the Treasurer/Collector's office, with a particular focus on the cashbook and reconciliation of the cashbook to the general ledger.

Essential Functions/Primary Duties:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Handles cash, checks and credit cards for payments and receipts turnovers from interdepartmental deposits.
2. Responsible for daily logging of all debit and credit entries to the cashbook, which includes deposits, credits, warrants, transfers and voided checks, grants and miscellaneous transactions.
3. Responsible for reconciliation of approximately 60 bank accounts with emphasis on payroll, accounts payable, treasurers, collectors, workers' compensation and retirement accounts and reconciliation of the cashbook to general ledger.
4. Retrieves daily deposits from four primary banks to match funds identified. Creates a turnover report for processing the deposit. Obtains coding from corresponding departments for data entry of interest posting, reversals and outside funds.
5. Tracks financial record keeping by following up and reviewing deposit corrections, incorrect debits and credits.
6. Records interest rates, bank balances and interest earned for each bank account.
7. Reconciles internal and external transactions in various capacities on a daily, weekly, monthly, quarterly and yearly basis.
8. Prepares end of fiscal year annual reports for the Department of Revenue.
9. Assists in the audit process with paperwork preparation for documentation.
10. Provides counter and telephone assistance to the public and City departments, taking phone calls, directing customers and answering inquiries when needed.
11. Assists with all office needs as required, providing administrative and clerical support.
12. Performs similar or related work as required, directed or as situation dictates.

Position Requirements:

- Must have a High School Diploma or equivalent, Associates Degree preferred
- At least three years of office experience
- Notary Public appointment preferred.
- Satisfactory results of a MA CORI/SORI background check
- **Working knowledge of the following:**
 - Office procedures
 - Office equipment
 - Working knowledge of Microsoft Office Suite software applications, including Outlook, Word and Excel
 - Familiarity with MUNIS a plus
- **Ability to:**
 - Plan and prioritize daily work
 - Execute tasks in a timely and accurate manner
 - Establish and maintain effective working relationships with supervisors and co-workers
 - Work independently, and be self-motivated, in a team environment focused on providing high quality professional services
 - Deal effectively with disgruntled members of the public
- **Needed skills:**
 - Data entry
 - Business Math
 - Bookkeeping
 - Customer service
 - Written and oral communication
 - Common sense

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

Physical Demands:

The physical demands described here 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 position's essential functions.

Physical Skills:

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

Motor Skills:

Position requires the application of basic motor skills for activities including but not limited to operating office equipment, personal computer keyboarding, pushing, pulling or lifting office equipment and the sorting of papers.

Visual Skills:

Position requires the employee to constantly read documents and reports for understanding and analytical purposes.

Supervision Received:

Employee works under the general supervision of the Office Manager. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods.

The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility:

Employee is not required to regularly supervise other city employees.

Work Environment:

- Work is performed under typical office conditions with frequent interruptions; the noise level is moderate.
- Operates computer, telephone, fax machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public and City departments. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to department-related confidential information.
- Errors could result in delays or loss of service, adverse public relations or have financial repercussions for the City.

Occupational Risk:

Duties generally do not present occupational risks to the employee.

.....
Framingham City Hall (The Memorial Building) is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).

The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.