

## **Bourne Water District Treasurer/Clerk**

Bourne Water District is seeking a full time (40 hours/week) Individual that performs professional administrative, technical and supervisory work, overseeing the receipt, expenditure and custody of municipal funds, the borrowing of money, and custody of tax title properties; collection of all taxes due to the town; office staff of (2); and all other related work as required. Functions of the position require considerable use of judgment and initiative in the planning, administration, and execution of the department's services. Thorough knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods, and procedures of municipal finance. Knowledge of the Massachusetts General Laws of Municipal Finance and Taxation. Working knowledge of computer applications for financial management. Works in conjunction with Superintendent on all HR and District matters.

Bachelor's degree in accounting/financial management/business or equivalent; and three to five years of responsible experience in a treasurer/collector office; or any equivalent combination of education and experience. Certification by the Massachusetts Collectors and Treasurers Association is preferred. Attending the Massachusetts Collectors and Treasurers Association School and training annually is required. Candidate must possess a valid Massachusetts Driver's License.

Pay scale is \$60,000-\$90,000 depending on licensing and experience.

Please send applications and resumes to [rprophett@bournewaterdistrict.com](mailto:rprophett@bournewaterdistrict.com) or drop off at Bourne Water District office 211 Barlows Landing Rd. Pocasset Ma. 02559

Applications will be accepted until the position is filled.