

2/22/24 @9:49 am



# ***TOWN OF HATFIELD MASSACHUSETTS***

MEMORIAL TOWN HALL

59 Main Street  
Hatfield, MA 01038

*Select Board*

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*Diana M. Szynal, Chair  
Edmund E. Jaworski  
Greg Gagnon*

*Marlene Michonski, Town Administrator  
413- 247-9200 Extension 7*

## ***UPDATED***

Treasurer/Collector  
Hatfield, Massachusetts

The town of Hatfield Massachusetts, through its Select Board, is seeking qualified applicants for a full-time appointed Treasurer/Collector reporting to the Select Board. This is a contractual position, with an annual salary range of \$80,000 to \$90,000 plus benefits.

Individual 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; 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.

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 annually is preferred. Candidate must possess a valid Massachusetts Driver's License.

Applications will be accepted until the position is filled. Application material submitted by email, please send résumé and cover letter in a single pdf file to the Town Administrator, [townadministrator@townofhatfield.org](mailto:townadministrator@townofhatfield.org) or mail Town Administrator, Memorial Town Hall, 59 Main Street, Hatfield, MA 01038. The Town of Hatfield is an Equal Employment Opportunity Employer.

Posted: Updated February 20, 2024