



The Town of Newbury Finance Department is seeking a qualified and motivated candidate for the full-time role of Assistant Treasurer Collector. The Assistant Treasurer Collector performs highly responsible tasks including tax collection receipt and posting and payroll processing in a fast-paced office environment.

This position requires a desire to serve the public, strong interpersonal skills and the ability to prioritize work and meet deadlines. Must be proficient in Word and Excel and have the ability to learn new software programs easily. Experience with Softright and Harper's is a plus.

Associates degree in financial related field and three to five years' experience required, preferably in a municipal setting.

Work Week is Monday, Wednesday, Thursday 8:00 – 4:00 and Tuesday 8:00 – 7:00.

Salary range: \$54,000-\$60,000

Position will remain open until filled.

Please forward resume and letter of interest to: Treasurer@townofnewbury.org or send to:

Town of Newbury
Attn: Treasurer Collector
12 Kent Way, Suite 101
Byfield, MA 01922

For a full job description, please visit:

<https://www.townofnewbury.org>

EEO/AA Employer