



# TOWN OF WESTBOROUGH MASSACHUSETTS

ASSISTANT TOWN MANAGER/  
HR DIRECTOR  
Kimberly Foster

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## EMPLOYMENT OPPORTUNITY ASSISTANT TREASURER/COLLECTOR FINANCE DEPARTMENT

The Town of Westborough is seeking applications from qualified individuals for the full-time position of Assistant Treasurer/Collector. This position assists the Treasurer/Collector in maintaining and directing the Town's cash and investments, collection of all assessed taxes and water and sewer charges, disbursement of funds, processing of payroll and performs other related administrative functions. This position may act as Treasurer/Collector in the Department Head's absence. The selected applicant must be bondable. A detailed job description can be found on the Town of Westborough [Human Resources website](#).

Applicants shall possess an Associate's degree and minimum of two years related experience and/or training; or equivalent combination of education and experience. Qualified applicants will have knowledge of payroll processing and working knowledge of municipal finance laws. Applicants with experience using MUNIS payroll system preferred.

Position range: \$55,172 - \$78,052/year, DOQ. Interested persons should submit a cover letter and resume to Kimberly Foster, Assistant Town Manager, 34 West Main Street, Westborough, MA 01581 or via email at [jobs@town.westborough.ma.us](mailto:jobs@town.westborough.ma.us). Review of applications will begin September 27, 2021 and the position will remain open until filled. EOE/AA.