



Nahant Town Hall  
334 Nahant Road  
Nahant, MA 01908  
Tel. (781) 581-9927 Fax (781) 593-0340

**Town of Nahant**  
**Assistant Treasurer/Collector & Human Resources Generalist**  
**Job Posting**

The Town of Nahant is seeking qualified applicants for the full-time position of Assistant Treasurer/Collector and Human Resources Generalist. Responsibilities include providing accounting, administrative and technical support to the Treasurer/Collector and the Finance Director/Town Accountant. Essential functions include reviewing and posting tax and general billing receipts; assisting in the preparation and mailing of tax bills; communicating with residents regarding tax bills and resolving any issues; reconciling receivables, cash, and benefits deductions; preparing Municipal Lien Certificates; onboarding new employees; maintaining personnel files; processing weekly payroll; managing employee benefits; and issuing and mailing accounts payable checks. Frequently interacts with employees from other departments and the public. Performs similar or related work as required.

**Knowledge and Skills:**

- a) Exceptional attention to detail.
- b) Excellent communication skills.
- c) Ability to work with confidential information.
- d) Ability to multi-task and meet deadlines despite frequent interruptions in a busy office.
- e) Experience with Microsoft Excel, Word, and municipal finance software.
- f) Working knowledge of Massachusetts General Laws pertaining to municipal finance.

**Qualifications**

Minimum of an Associate's degree in accounting, business, finance or related field, with three years in municipal finance or any equivalent combination of education and experience. Ability to be bonded.

**Compensation and Job Specifics**

**Salary range:** \$56,902 - \$64,385 plus excellent benefits.

**Submittal Requirements:**

All submissions must contain a cover letter and resume. Interviews of leading candidates will be scheduled as applications are received. This position shall remain open until filled.

Please e-mail resumes to: [ktaylor@nahant.org](mailto:ktaylor@nahant.org)

Or mail to: Kristin Taylor  
Nahant Town Hall  
334 Nahant Road  
Nahant, MA 01908