



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
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2025 NOV 19 P 3:10

Town of Groton Asst. Treasurer/Collector

The Town of Groton is seeking qualified applicants for a full-time (40 hours per week) Assistant Treasurer/Collector. The Assistant Treasurer/Collector is appointed by the Town Manager and reports to the Treasurer/Collector, and is responsible for supporting the Treasurer/Collector functions by performing a wide range of specific and general duties, including acting on behalf of the Treasurer/Collector in their absence. The pay range for the position is \$31.06 - \$40.63 based on experience.

The position requires a High School diploma or equivalent, plus 3 to 5 years of related experience, or any equivalent combination of education, training, certification, and experience. Experience in municipal cash management is desirable but the successful candidate will be trained. This position will be expected to obtain Certification or the ability to obtain certification as a Massachusetts Asst. Treasurer/Collector by the Massachusetts Collectors and Treasurers Association. Must be bondable. Must possess strong communication skills and have strong integrity. Must have the ability to work with the public and maintain positive working relationships.

To apply, please send cover letter and resume by mail to Human Resources Director, Town Hall, 173 Main St., Groton, MA 01450 or by email to mdoig@grotonma.gov. For questions please call 978.448.1145. Job description is available by request.

Deadline for resumes September 12 , 2025

The Town of Groton is an Equal Opportunity Employer