



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
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2025 JUL 15 A 11:25

Town of Groton Treasurer/Tax Collector

The Town of Groton is seeking qualified applicants for a full-time Town Treasurer/Tax Collector. The Town Treasurer/Tax Collector is appointed by and reports to the Town Manager and is responsible for administrative, supervisory and technical work involving the collection of all taxes due to the town; work involving the receipt, expenditure and custody of municipal funds, the borrowing of money, and in the custody of tax title properties; all other related work as required. The pay range for the position is \$90,000-\$105,000 based on experience.

The position requires a Bachelor's Degree in public administration, finance, business, accounting or related field and five years of responsible experience in municipal government, or a combination of education and experience; experience in municipal cash management desirable; or an equivalent combination of education and experience. Must have general knowledge of the Massachusetts General Laws pertaining to tax collection. Certification or ability to obtain certification as a Massachusetts 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 others 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 mndoig@grotonma.gov. For questions please call 978.448.1145. Job description is available by request.

Deadline for resumes August 8, 2025

The Town of Groton is an Equal Opportunity Employer