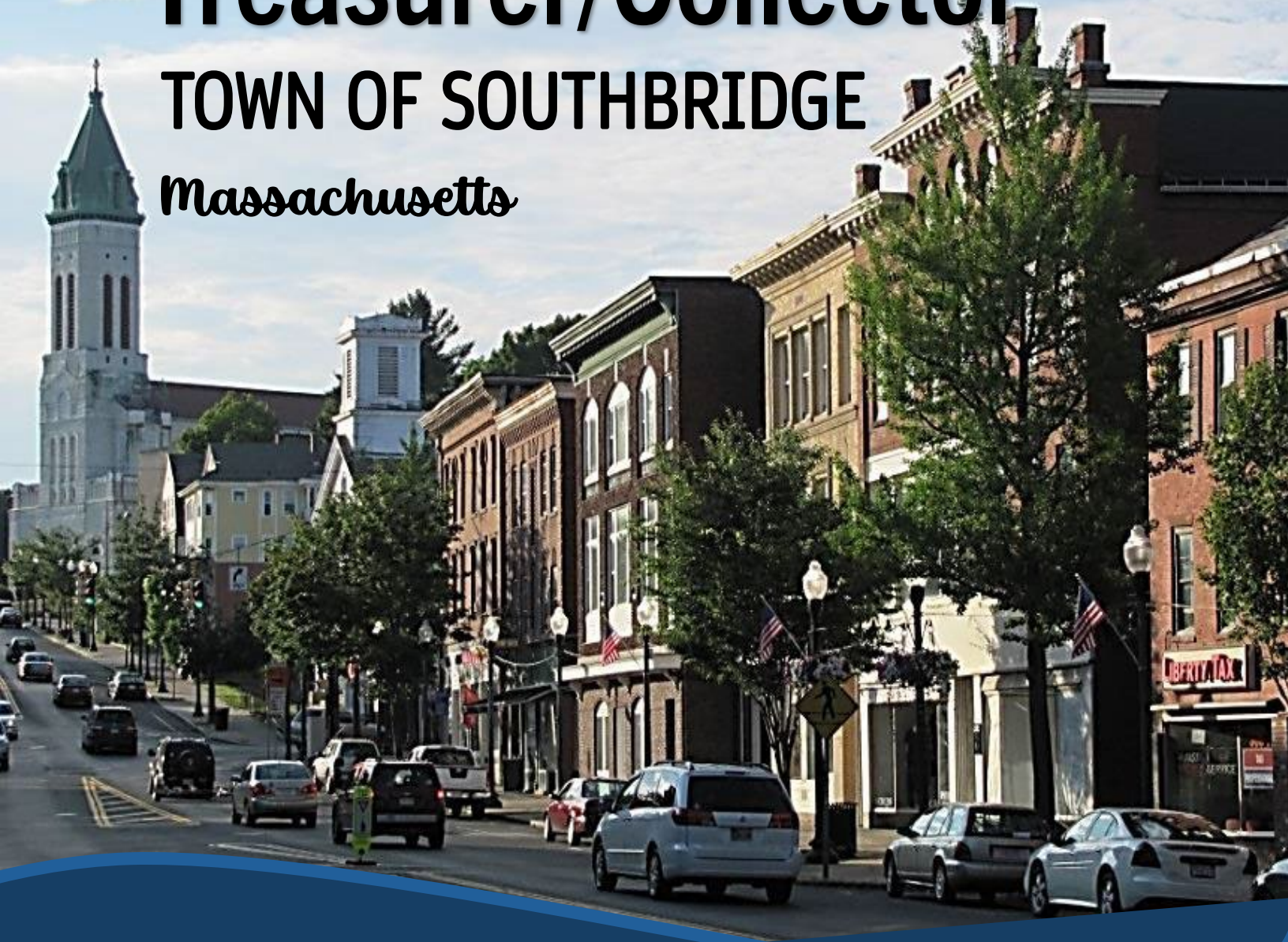


Treasurer/Collector

TOWN OF SOUTHBRIDGE

Massachusetts



Why Apply?

Southbridge offers an opportunity for an ambitious municipal finance professional to make a lasting impact in a community that combines a rich history with a forward-looking approach to government. Operating under a council-manager form of government, the Town is seeking a collaborative and innovative Treasurer/Collector to modernize financial operations and build strong partnerships across departments. As Southbridge continues to evaluate its long-term financial management structure, the successful candidate may have the opportunity to grow into a broader finance management role over time.



Welcome to Southbridge

"Eye of the Commonwealth"

Known as the "Eye of the Commonwealth" for its rich history in optical manufacturing, Southbridge blends urban, suburban, rural, industrial, and agricultural landscapes within its 21 square miles. Southbridge is a vibrant and diverse community of approximately 18,100 residents in south-central Massachusetts, just north of the Connecticut border in the scenic Quinebaug River Valley. Conveniently situated near Routes 90, 20, 84, and 395, Southbridge offers easy access to Worcester, Springfield, Hartford, Providence, and Boston while maintaining the character and affordability of a smaller New England community.

The Position

The Treasurer/Collector serves as a key member of Southbridge's finance team and is responsible for overseeing the collection, custody, investment, and disbursement of Town funds while ensuring compliance with Massachusetts General Laws and local policies. Reporting to the Town Manager, the position manages municipal cash and investments, debt issuance and administration, tax and utility collections, insurance programs, and selected payroll functions, while supervising the day-to-day operations of the Treasurer/Collector's Office. The position works closely with the Town Accountant, Assessor, School Department, Water Department, financial institutions, and other stakeholders to support the Town's overall financial management and long-term fiscal stability. Depending on qualifications, there is the potential to be given the responsibility to serve as Finance Director which includes a stipend for the role.

Collins Center for Public Management Recruitment: Southbridge Treasurer/Collector

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Challenges and Opportunities

The next Treasurer/Collector will have a unique opportunity to help strengthen and modernize Southbridge's financial operations while serving as a collaborative leader within the Town's finance team.

Key priorities and opportunities include:

- Evaluate and optimize the Town's use of MUNIS to improve efficiency, reduce manual processes, enhance reporting capabilities, and strengthen internal controls.
- Review and redesign payroll processes including workflow, technology, and possible outsourcing or use of third-party payroll services.
- Develop and implement standardized procedures.
- Evaluate the structure of the Treasurer/Collector's Office, workload, staffing, needs, and identify opportunities to improve service delivery.

Benefits & How to Apply

Full-Time, Benefit Eligible 37.5 hours per week.

Anticipated starting salary range \$98,801-\$114,482

Generous benefits and leave time

Applicants should submit a resume and cover letter to in a single PDF with the file name and email subject line Last Name – Southbridge. Submit email to collinscenterrecruit@umb.edu

Review of resumes begins on October 21, 2026.

Position open until filled.



The Ideal Candidate

The ideal candidate will bring a combination of technical expertise, leadership ability, and a commitment to continuous improvement.

- Experience in municipal treasury, finance, or related financial operations, preferably in Massachusetts local government.
- Strong knowledge of cash management, investments, debt administration, reconciliations, internal controls, and municipal finance procedures.
- Experience working with MUNIS highly desirable.
- Ability to develop and maintain strong working relationships with other municipal departments.
- Sound judgement, integrity, professionalism, and ability to communicate complex financial information clearly.
- Familiarity with payroll operations and/or third-party payroll services is a plus.
- Bachelor's degree and 3-5 years of experience in finance preferred.
- Ability to become bonded.
- MA Treasurer/Collector Certification (or actively working toward certification) preferred.