

July 14, 2022

Ms. Elizabeth Kazinskas
Council President
95 Pleasant Street
Gardner, MA 01440

RE: Treasurer/Collector Position

Dear Madam President:

Thank you for the opportunity to express my interest in keeping my position as Treasurer/Collector for the City of Gardner.

The department has been working hard, over the last 3 years, to streamline activities. I have implemented digital timesheets and digital payroll reporting, eliminating the need for reams of paper on a weekly basis. I have also switched to online bank statements allowing us to receive statements at the end of the month and balance the month significantly sooner than previous years. This also allows the Auditing Office to close their monthly books quickly.

Since Jim Nicholson has retired, many of the duties that he used to perform have now fallen on my position. I process files, from the Assessor, to create the real estate, personal property, and motor vehicle tax bills, prepare them for printing and mailing, upload the real estate file to the bank clearing houses for escrow payments, and upload onto the City's website for payment. I also process the electronic payment files from the bank clearing houses.

Quarterly tax reporting is also part of this job now. I process the 941, 941B, and 945 Federal Tax reports, the State Tax report, and the Division of Unemployment reports. Weekly Federal and State tax payments are also required. Reporting and payment processing for the school meal tax and the golf cart sales tax is also done monthly.

There is still much to accomplish in this position. I would like to implement electronic payroll direct deposit advices. This would allow employees to receive their pay information, to an email of their choosing, eliminating the printing of approximately 2000 advices monthly (which also need to be sorted and stuffed into envelopes). I would also like to begin EFT payments to vendors. This would also cut down on the amount of checks printed and mailed. I'll need to work with the IT Department to see if our version of Munis has the capability to do this.

I truly enjoy my job and I'm lucky to have such a wonderful group of people working with me every day. Tammy Tenney, Lisa Arseneau, and Phyllis Charters have immense knowledge and provide support which allows me to focus on my own tasks.

Sincerely,

Jennifer A. Dymek

Jennifer Dymek
Treasurer/Collector
