

Job Description-Deputy Tax Collector

Nature of work: This is responsible administrative and financial work in the collection of various taxes and fees for the Town.

Employee of this class is responsible for collecting numerous taxes, preparing regular reports of collected monies, maintaining tax records for all accounts, and other clerical and bookkeeping work as required. Work involves significant public contact while collecting monies, and the compilation of records and reports. Work is performed under the general supervision of the Finance Director and Tax Collector subject to applicable State laws and regulations and regular audits.

Essential Duties and Responsibilities:

Receives and records payments received by mail of property taxes, sewer user and ambulance fees and other revenues, and prepares collected monies for deposit.

Prepares, discharges and records tax liens.

Provides information to citizens, real estate agents and others on property taxes.

Maintains mortgage records related to property ownership.

Bills and records receivables as directed.

Prepares, records and receives payment of boat and automobile excise taxes.

Registers cars, trucks and other motorized vehicles, maintaining records for the State.

Prepares regular reports on registrations, tax collection status, and other financial records.

Balances cash drawer daily for correct amounts of collected and posted deposits including problem solving and follow up on outages.

Reconciles accounts on a monthly basis and makes any necessary adjustments on a timely basis.

Assists other office staff in the issuance of various licenses and permits including dog licenses, hunting and fishing licenses, or the collection of other fees and taxes.

May assist Tax Collector and Finance Director with various special projects.

Performs related work as required.

Requirements of Work:

Knowledge and understanding of the State statutes relating to the duties and responsibilities of municipal tax collectors.

Knowledge of modern office procedures, practices and equipment.

Ability to establish and maintain effective working relationships with other Town officials, employees and the general public.

Proficiency in the use of the adding machine, typewriter and the ability to use the Town computer

system.

Ability to maintain records and prepare reports.

Ability to understand and follow the laws and regulations governing the activity of a municipal tax collector.

Training and Experience Required:

High school graduation supplemented by advanced courses in accounting or bookkeeping plus experience in the collection of various monies; or any equivalent combination of experience and training.