

April 29, 2024

Job Posting:

Town of Chester Tax Collector:

Summary:

Performs a variety of administrative and technical financial functions involved in the oversight of the collection of taxes and fees. Oversees the daily operations of the Collector's office to ensure excellent customer service is provided to taxpayers within the town.

Essential Functions:

- 1) Prints and mails all Real Estate, Personal Property and Motor Vehicle bills committed for collection by the assessors.
- 2) Turns over all collected receipts to the Treasurer on a weekly basis.
- 3) Gives bond to the town for faithful performance of duties.
- 4) Prepares and processes Collector's receipts.
- 5) Prepares Annual Report
- 6) Processes and mails all demand bills for Real Estate, Personal Property and Excise.
- 7) Creates monthly receipt reports for the Town Accountant and end of year reports for the Town Accountant, Auditor, and the State Gateway system.
- 8) Prepares all deposits and scans deposits to bank and delivers cash to branch office.
- 9) Prepares Municipal Lien Certificates as requested by attorney's and banks.
- 10) Maintains Bankruptcy and foreclosure files. Tracks bankruptcies and files proof of claim.
- 11) Sends quarterly and delinquent files to Corelogic, Wells Fargo and Lerehta of taxes due.
- 12) Processes return check reversals and writes letters for repayment.
- 13) Sends unpaid Excise bills to Deputy Collector for warrant process.
- 14) Enter all payments received into the Collector's database.
- 15) Receives and responds to all customer questions, and complaints. Resolve problems as needed.

Work Hours:

This is a 20-25 hour a week position. Hours of operation are agreed upon with the Board of Selectmen.

Minimum Qualifications:

- 1) Graduation from an accredited four-year college or university with a bachelor's degree in finance or closely related field; and
- 2) Ten years of progressively responsible municipal work including finance; or
- 3) Any equivalent combination of education and responsible experience

Special Requirements:

1. Must possess a valid driver's license.
2. Must be bondable.

Applicant must be able to meet the requirements of the position as outlined in the attached position description for Collector. Applicants should state education, training and experience which they feel has provided them with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Applications can be made by visiting the town web site under forms.

The town of Chester is an equal opportunity employer.