

## **Job Description – Tax Collector**

### **Nature of Work**

This is responsible administrative and fiscal work in the collection and handling of town funds.

Employees of this class are responsible for the collection and recording of town funds. Work involves tax collection, maintaining liaison with town departments and the general public, and supervising department staff. Work is performed with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices. Work is reviewed through observation, verification, internal audit, and through fiscal audit.

### **Essential Duties & Responsibilities:**

Receives and processes all tax payments by mail, phone or in person; records and balances all payments.

Prepares and mails out friendly reminder notices for unpaid taxes in the month of April.

Prepares and mails out demand notices to taxpayers who have not paid the property tax amount from the last unpaid tax bill in the month of May.

Prepares all reports of tax collections and reports to the State of Maine, Motor Vehicles Department, on excise taxes and registrations.

Supervises the issuance of, or issues, various registrations such as automobiles, trucks, trailers, motorcycles and boats, keeping and processing records of the same.

Prepares daily cash out to give to the Treasurer of all monies received in the Tax Collector's Office.

Prepares end-of-year work/reports for all excise and property taxes that were paid within that year.

Participates in the licensing, certificates & registrations for Vital Statistics, Animal Welfare and Inland fisheries & wildlife, keeping and processing records of the same as a deputy to the Town Clerk.

### **Work Requirements**

Working knowledge of the principles and practices of municipal accounting.

Thorough knowledge of the lien process.

Working knowledge of the principles and practices of municipal cash management.

Thorough knowledge of excise tax collection: laws, updates.

Ability to prepare regular reports on tax collection activities.

Considerable knowledge of modern methods of receiving and daily cash out to the Treasurer for large amounts of money.

Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.

## **Experience and Training**

High School graduate, plus experience in the collection and management of monies; knowledge of the laws pertaining to property and excise taxes or any equivalent combination of experience and training.

Must be able to obtain certificates for all completed training as a tax collector.