



Tax Collector

The Town of Stratford is accepting applications to fill the position of
Tax Collector.

GENERAL DESCRIPTION:

This is very responsible administrative work involving the direction of a municipal tax collection operation.

Work involves responsibility for collecting current and delinquent taxes and Town income from various departments. Duties include policy recommendation, departmental planning, and direction and administration of departmental activities. This position is also invested with making difficult tax collection technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of tax collection work.

SUPERVISION RECEIVED:

Works under the direction of the Finance Director and plans for the implementation of tax collection goals and objectives.

EXAMPLES OF DUTIES:

Directs the operations of the Division and administers and evaluates collection activities such as the preparation of tax bills, the receipt of current taxes, the pursuit of delinquent taxes, and the collection of revenues from other departments..

Directs the accounting of collected taxes.

Reviews, interprets and implements relevant laws, regulations and ordinances.

Prepares tax bills for current and delinquent collections.

Balances tax collection rate books.

Compiles tax collection data and prepares a variety of reports.

Assists in the implementation of data processing methods for tax collection administration.

Prepares the annual division budget and presents and defends budget requests before the Finance Director.

Controls the expenditure of division fund allocations within the constraints of approved budgets.



Confers with banks, Town officials, and taxpayers to provide information and to resolve problems and complaints.

Trains departmental personnel in tax collection practices.

Assists in personnel actions such as hiring, termination and evaluation.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of tax collection and accounting principles and practices.

Considerable knowledge of tax collection laws, regulations and ordinances.

Good knowledge of the principles and practices of public administration as applied to a tax collection department.

Considerable skill in business mathematics.

Considerable ability in oral and written communications.

Considerable ability to administer the activities of a municipal tax collection department and to supervise the work of others.

Considerable ability to enforce regulations with firmness and tact.

Considerable ability to make decisions within deadlines.

Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, banks, other agencies, and the general public.

QUALIFICATIONS:

A four year degree from a recognized college or university majoring in accounting, finance, or public administration plus three years of experience, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

SPECIAL REQUIREMENTS:

May be required to travel short distances on business.

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