

JOB TITLE: Deputy Tax Collector

STATUS: Part time position

REPORTING RELATIONSHIP: Performs duties under the direct supervision of the tax collector in accordance with legally-prescribed responsibilities.

JOB SUMMARY: Based on RSA 41:35, the deputy tax collector assists the tax collector in collecting taxes and keeping a complete and accurate account of taxes due, collected and abated and all property sold for nonpayment of taxes.

MAJOR DUTIES:

- Assists in the preparation of budget material for the annual town meeting.
- Verifies and deposits funds received from all town departments.
- Processes refunds of overpayments in a timely manner.
- Responds to all public inquiries in the office, by telephone, fax and email.
- Assists in the preparation of MS-61 report for the department of revenue administration.
- Provides office coverage when needed.
- Monitors properties in foreclosure keeps records of all notices received.
- Posts and balances electronic payments daily.
- Responds to inquiries from mortgage companies, title companies, attorney offices, appraisers, the general public, etc.
- Assists in the preparation of the tax collector's report for the annual town report.
- Orders and maintains tax office supplies.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

PHYSICAL DEMANDS: The work is sedentary, typically performed while sitting at a desk or table. There may be some walking, standing, bending and carrying light objects such as papers and books. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices and meeting rooms.

QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with a high school diploma with advanced course work in accounting, finance and/or public relations (bachelor's degree preferred) plus some accounting experience (governmental accounting or taxation experience preferred), and completion of specialized training in the field of work (e.g. training from the State of NH and the NH Tax Collector's Association). An accounting degree or equivalent experience is preferred but not necessarily required.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require experience in record keeping, accounting or finance, preferably in municipal government; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.

KNOWLEDGE AND ABILITIES:

- Knowledge of town, state and federal laws and ordinances regarding local taxation, tax sale procedure and reporting.
- Knowledge of town ordinances, policies, practices and procedures.
- Knowledge of bankruptcy laws and the collection laws regarding properties held in bankruptcy.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of records maintenance.
- Knowledge of the principles and procedures of government accounting, budget preparation and audit procedures.
- Skill in the use of computers, printers, facsimile machine, calculators, telephones and copiers.
- Skill in the use of computer software programs such as Excel and Microsoft Word, etc.
- Skill in performing basic mathematical calculations.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Ability to interpret laws and regulations as they relate to taxation.
- Ability to prepare complex accounting reports.
- Ability to apply mathematics to specific tax computation problems.
- Ability to make accurate arithmetic calculations.
- Ability to maintain records and prepare reports.
- Ability to establish effective working relationships with employees, town officials, the business community, the general public and state officials.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidential information.