

TOWN OF SOMERS

Position Description

Title: Tax Collector
Department: Finance
Reports To: CFO/Treasurer

Supervises: Tax Clerks
FLSA Status: Full-time, exempt
Bargaining Unit: NA

Position Summary: Plans, organizes and directs the billing, collecting, processing and reporting of all taxes on real and personal property assessed by the town, and similarly as required with other assessments and fees levied by the town. Provides accurate, timely and high-quality service to all internal and external customers.

Major Job Duties:

Management/Service: Plans, organizes and directs the activities and statutory responsibilities of the Tax Collector's office. Supervises tax clerks and participates in the preparation and processing of real estate, motor vehicle, and personal property taxes for the town, as well as any other assessment and fee collection work assigned to the office. Receives, reconciles and deposits collections on a daily, weekly and monthly basis. Prepares and submits regular deposit and reconciliation reports to the Financial Office. Implements collection procedures for delinquent taxpayers including personal conferences, follow-up demand and lien notices, and payment plan arrangements as necessary. Initiates enforcement procedures against delinquent non-payers. Reconciles Rate Book with Assessor's Abstract annually. Enters taxes on new construction accounts and motor vehicles as adjusted or prorated by Assessor. Regularly reviews collection policies and procedures to insure operating efficiency. Provides information to the general public, attorneys, and banking officials. Prepares annual reports for the state Department of Policy and Management and town auditors. Prepares statistical and narrative reports for the First Selectman, Board of Selectman and Board of Finance upon request.

Technical: Serves as technical expert and vendor liaison for proprietary financial software for recording and processing the majority of tax transactions. Serves as technical expert on town and state tax statutes and regulations. Operates with a high degree of accuracy and expertise – computer, including word processing, spreadsheet, database and presentation software; email; internet; and website software. Operates, troubleshoots and orders necessary supplies and service for other common office equipment including fax machine, computer printer, copier and adding machine/calculator.

Teamwork: Serves as team leader for Tax Collector office staff. Develops, supports and maintains a positive, professional work environment for the department. Works cooperatively with other departments to maintain necessary town and regulatory records.

Human Resources: Trains, instructs, coaches, supervises and otherwise prepares tax clerks for their duties. Prepares performance plans and appraisals for assigned staff, incorporating staff input, and CFO input and approval. Delivers periodic performance appraisals to assigned staff. Provides periodic, positive, and constructive feedback to the tax clerks in the performance of their assigned duties.

Approved by:

Approved by:

Last Revision Date: 10/08

CFO/on file

HR/on file

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Position Description

Financial: Prepares and administers the annual budget for the Tax Collector's office in accordance with prescribed policies and procedures.

Qualifications:

- Associate's Degree in accounting, business administration or a closely related field and four years of increasingly responsible experience in collection, accounting, bookkeeping or related financial work as well as personnel supervision or an equivalent combination of education and practical experience.
- Certification as Connecticut Municipal Collector (CCMC) or ability to obtain such certification within two years of hire date.
- Familiarity with budgeting and long-range planning.
- Working knowledge of principles and practices of tax collection.
- Working knowledge of state and local ordinances pertaining to real and personal property taxes.
- Working knowledge of collection process.
- Computer literacy including working knowledge of Microsoft Office applications.
- Ability to present written and verbal information in a clear and concise manner.
- Ability to effectively interact with tax payers, town employees, other government officials, and the general public.

Physical Requirements:

This position is primarily situated in an office environment, with walking to and from other department locations. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour, including working with a computer and a telephone;
- Stand for periods up to 3 hours and walk to provide counter service to customers visiting the Tax Collector's office;
- Intermittently lift up to 25 pounds of office supplies;
- Stand, lift, reach and bend to store and access records and files in the course of maintaining files and providing service to customers and support to the department within the office environment.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

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