

Chepachet Fire District is seeking applicants for the
position of

TAX COLLECTOR

Job Description:

This position is responsible for the total operations of the tax office, including assessment, billing/collection, recording and reconciliation of tax revenue with accuracy. Other duties include, but not limited to: tax sales, lien redemptions, delinquent notices, prepares reports as needed, attends monthly/annual meetings, and keeps records of all notices received, posts all payments received daily and make daily deposits, responds to inquiries from mortgage companies, title companies, attorney offices, taxpayers, and provide accurate and vital information via in the office, by telephone, fax and email. Attend Rhode Island Tax Collector association meetings. Maintain a working relationship with Town of Gloucester's Tax Collection, Assessors and Town Clerk offices.

Work is performed under the general direction of the Chepachet Fire District Board although considerable independence is exercised in following established procedures and routines. Work is reviewed through audits, observation, reports and evaluation of results.

Minimum Qualifications:

A minimum of two to three years of advanced clerical experience in a tax collection and related accounting environment is required. Must have experience and maintain accuracy in cash collections, record maintenance and monthly reconciliations. The candidate must be able to work independently; have high attention to details, meet deadlines, and have proven customer service. Applicant must also be bondable.

Education/Certification: * High School diploma/equivalent required. Bachelor's degree in related field preferred. * Tax Collector Certification (or *2 yrs to complete certification upon employment)

Special Knowledge/Skills: * Excellent organizational, communication skills. * Proficient in the effective use of technology. * Knowledge of Vision Software preferred.

Part-Time: This position is part-time (24-hours per week).

Salary: salary negotiable pending experience.

CLOSING DATE: Upon filling position

We extend equal employment opportunities to qualified applicants and employees on an equal basis regardless of an individual's age, race, color, sex, religion, national origin, disability, sexual orientation, gender identity or expression, pregnancy status, marital status, military or veteran status, genetic disposition or any other reason protected by law.

Submit to Resume: (*references may be required)

Tax Collector Search
Chepachet Fire District Board
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Chepachet, RI 02814
E.O.E/AA Employer