

POSITION DESCRIPTION

Class Title: Tax Collector/Deputy Treasurer
FLSA: Non-Exempt
Rate: \$31.42 to \$40.86 based on experience
Posting closes: 8/27/24 at 2pm

Tax Collector/Deputy Treasurer

SUMMARY

The Tax Collector is appointed by the Town Manager upon the recommendation of the Treasurer/Finance Director and confirmed by the Town Council. The Tax Collector is a public officer and is responsible for performing the duties imposed by State law on behalf of the general public and not just the municipality alone. In Old Orchard Beach, the Tax Collector's position functions as Tax Collector and Deputy Treasurer. The Tax Collector/Deputy Treasurer is responsible for the collection and recording of Town funds.

SUPERVISION RECEIVED

This position is directly supervised by the Finance Director. Work is performed with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices.

SUPERVISION EXERCISED

This position directly supervises the Tax Office Customer Service Specialist.

ESSENTIAL FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Responsible for the collection of the property taxes and all other Town funds.
2. Interaction with the Assessing staff is required to ensure correct data for all property taxes.
3. Oversees processing of registrations for automobiles (including online functions with the state), ATV's, snowmobiles, and boat registrations. Assesses values and calculates tax data on all vehicles.

4. Prepares all reports to the State on excise taxes and all registrations of motor vehicles, recreational vehicles, and boats.
5. Establishes and maintains proper supporting documentation and files for the tax collection process such as daily tax receipts, tax receivable records, liens and lien records, foreclosures, bankruptcy records, tax abatements and supplements etc.
6. Prepares an annual list of personal property tax accounts that require Council action for write off.
7. Prepares monthly reports of all tax collections and other receivables.
8. Performs reconciliations of all taxes and treasurer's receipts and posts to the General Ledger, prepares daily bank deposits Prepares payment requisitions for tax refunds due to overpayment of various tax accounts.
9. Undertakes the appropriate collection efforts for outstanding real estate taxes, i.e., the lien process and foreclosure process outlined in state statutes, as well as Personal Property taxes. Part of this process requires researching of property deeds for mortgage holders and parties of interest at the York County Registry of Deeds. Oversees the discharge of paid liens and quitclaim deeds.
10. Investigates and resolves all tax related collection problems. Answers all types of tax related inquiries from taxpayers, mortgage companies, etc.
11. Assists the Tax Office Customer Service Specialist with customer/resident inquiries at the counter, process transactions, and answer the telephone with a commitment to customer satisfaction.
12. Serves as Deputy Treasurer.
13. Performs all other related work as required.

RECOMMENDED MINIMUM QUALIFICATIONS

Education, Training and Experience:

Minimum of two (2) year Associate Degree in Business Administration or Accounting or related field is required. Prior experience in cash management, knowledge of the laws pertaining to property and excise taxes, or any equivalent combination of education and experience. Must obtain and maintain a Municipal Agent for Registration certification and Tax Collector certification.

Knowledge, Abilities and Skills:

1. Working knowledge of the principles and practices of municipal accounting.
2. Thorough knowledge of the lien process.
3. Working knowledge of the principles and practices of municipal cash management.
4. Given that state law governs the position, knowledge of state statute is desirable, including a thorough knowledge of excise tax collection laws and updates. Maintain knowledge annually by attending trainings and workshops.
5. Ability to plan, organize, supervise, and review the work of one subordinate.
6. Ability to deal courteously with the public.
7. Establish and maintain effective work relationships with other employees and the public.
8. Direct experience with computerized accounting systems required. Considerable knowledge of modern methods of receiving, depositing, and disbursing large amounts of money, as well as the ability to prepare reports and spreadsheets on collection activities.
9. General mathematical and dexterity skills necessary to accept cash and check payments, make change, and enter transactions in the computer and cash register, to perform daily cash ups and to prepare nightly bank deposits.

PHYSICAL DEMANDS

(The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to thirty (30) pounds. Vision and hearing at or correctable to normal ranges.

WORK ENVIRONMENT

- Office work is performed under typical office conditions; work environment is moderately noisy
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Makes frequent contact with department heads, employees, and vendors. Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to confidential information including personnel and financial records, which requires discretion and professional office protocols.
- Errors could result in delay of department services and have legal and/or financial repercussions.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____
Date _____

Equal Opportunity/Americans with Disabilities Act Employer