

Job Description: Assistant Tax Collector, Town of Cromwell

Essential Functions:

Assists in the preparation of tax information for processing of tax bills by service firm. Receive, post, and reconcile payments by computer entry in an automated tax collection system. Maintain financial records, including receiving and crediting of taxes and any special assessments or changes. Assist Tax Collector in preparing required reports for the Boards of selectmen and Finance. Town treasure and to state and federal agencies.

Receive and reconcile general funds money: reconciles tax receipts; prepares bank deposits and cash outs.

Maintain daily log of activities through batch reports.

Answer telephone inquiries regarding tax payments or delinquents, calculate interest and advise taxpayers.

Prepare and distribute tax bills, delinquent notices and adjusted tax bills: deposit funds: prepare monthly reports to reconcile with Tax Collector reports.

Performs supplemental billings on motor vehicles and real property throughout the fiscal year. Prepares and processes tax warning notices. Prepares tax lien notices and searches land records to assure accuracy in lien notices. Reports information on delinquent taxpayers to the State Department of Motor Vehicles on a regular basis.

Balance and reconcile rate books.

Performs arithmetic computations, requiring absolute accuracy in examining, verifying and correcting tax and interest amounts.

Provide information and assistance to members of the general public, including bank officials and attorneys.

Sort and distribute incoming mail: receives and screens incoming telephone calls: supplies information: keeps appropriate records.

Attends counter. Utilizing validator to collect cash; issue receipts.

May assist, assign and train employees as assigned.

Perform other related duties as assigned

Special requirements: Certification as a municipal Tax Collector (Asst. Tax Collector II)

Wage: Non-exempt position ranging between \$20.92 to \$25.74 per hour, depending on experience.

Work week: Monday – Friday, 8:30 to 4:00 (35 hours)

Individual will have to become CCMC. If not already. Application deadline is March 10, 2012