



Tax Collector

Town of Raymond

Department: Finance
Division: Town Clerk Tax Collector's Office
Governed by: NH Department of Revenue Administration

Part-Time (Flexible)
PG: PT < 20 Hrs

GENERAL SUMMARY

Administrative, supervisory and technical work involving the collection of all taxes due to the Town; all other related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

Works under the administrative direction of the Finance Director and the Town Manager and in accordance with all applicable New Hampshire General Laws. Functions independently, referring specific problems to supervisor only where clarification or interpretation of department policy or procedure is required.

Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions within the guidelines established by statute and professional standards.

Directly supervises Deputy Tax Collector.

JOB ENVIRONMENT

Work is performed under typical office conditions, with possible interruptions from the general public; will be required to attend evening Board of Selectmen meetings.

Operates a computer and general office equipment, such as calculator, copier, facsimile machine, and telephone.

Makes frequent contact with Town departments, the banking and real estate communities and the general public; contacts require resolving the more difficult customer service requests.

Has access to department-oriented confidential information, such as tax payment records and other pertinent documents pertaining to the department.

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.

- Work closely with taxpayers answering questions, providing information.
- Process all payments as they are received.
- Balance cash and all accounts collected daily, depositing the same.
- Balance with the Financial Director monthly.
- Prepare year-end report, MS61 and submit NH DRA.
- Prepare year-end report for Town to be included in the Town Report along with MS61.
- Responsible for the processing and mailing of property tax bills.
- Process and reconcile current use, yield tax, excavation, water, supplemental warrants and betterments transactions.
- Prepare and mail delinquent notices for property taxes, current use, yield tax, excavation, and supplemental warrants and betterments. Notice includes all prior year' liens.
- Coordinate and prepare all remaining unpaid accounts for impending lien notices to be mailed via certified mail. If the accounts are not paid by the due date, a tax lien is executed against the property, with a copy sent to the Registry of Deeds to be recorded. When the tax lien is paid in full, a redemption report is mailed to the Registry of Deeds so the lien can be released.
- Prepare deeding notices for tax lien accounts that are approaching the due date. These are sent via certified mail. The property is deeded to the Town for non-payment of tax liens; deeds sent to the Registry of Deeds for recording.
- Work closely with the Board of Selectmen and Town Manager.
- Work with subcontractor to research owners of impending liens and mortgagees for notification of impending tax deeds.
- Address telephone calls from banks, mortgage companies, attorneys, real estate offices and the general public requesting tax information pay off figures and other information.
- Prepare paperwork on bankruptcies filing with the Court, also keeping an accurate record of outstanding taxes due.
- Research old records for attorney's offices, property owners regarding property liens, etc.
- Accepts prepayments
- Refund overpayments
- Maintain accurate records/files.
- Pursue collection of returned checks.
- Accounts of the Tax Collectors are audited on a regular schedule, determined by the state agency themselves also by the Town's Auditors yearly
- Supervises, trains and evaluates subordinates; assigns staff and develops work schedules; handles all personnel management functions; maintains personnel records; administers performance evaluations of personnel. Develops organizational structure to meet departmental staffing goals.

- Collaborates and assists Finance in the department budget. Oversees the preparation of payroll and bill warrants; ensures that the systems for records of expenditures and receipts is functioning properly and efficiently.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor’s Degree in public administration, finance, business, accounting or related field and five (5) years of responsible experience in business or financial management; experience in municipal cash management desirable; or an equivalent combination of education and experience. Prior experience with the property tax collection preferred.

Knowledge, Ability and Skill:

Knowledge: General knowledge of the New Hampshire General Laws pertaining to tax collection. Thorough knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance. Working knowledge of computer applications for financial management.

Ability: Ability to establish and maintain effective working relationships with subordinates, Town officials, members of the banking and real estate community, governmental representatives, and the general public. Ability to prepare accurate financial reports and records. Ability to communicate effectively in written and oral form.

Skill: Skill in computers and appropriate software applications. Office management skills. Excellent analytical ability and interpersonal skills with a sharp understanding of finance technology.

Physical Requirements

Lift: up to 10 lbs: Frequently Required; 11-25 lbs: Occasionally Required; 26-50 lbs: Not Required; Over 50 lbs: Not Required	Bending: Frequently Required.
Carry: up to 10 lbs: Occasionally Required; 11-25 lbs: Occasionally Required; 26-50 lbs: Not Required; Over 50 lbs: Not Required	Reaching: above shoulder height: Occasionally Required; at shoulder height: Frequently Required; below shoulder height: Occasionally Required
Push/Pull: Occasionally Required.	Twisting: Frequently Required

Sensory Requirements:

Talking: Necessary for communicating with others
Hearing: Necessary for receiving instructions and information
Sight: Necessary for performing job effectively

ADDITIONAL CRITERIA

This position is a non-union position.

Licensure/Certification Requirements:

Certification or ability to obtain certification as a New Hampshire Collector by the New Hampshire Collectors and Treasurers Association and New Hampshire Municipal Agent program.

Summary of Occupational Exposures:

Some exposure to cleaning fluids and copy machine toner.

EEO Statement: The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

Signatures:

This job description has been approved by all levels of management:

Town Manager: _____ Date: _____

Finance Director: _____ Date: _____

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

Employee: _____ Date: _____

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. 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.