



## Town of Troy Tax Collector Job Description

**Nature of Work:** This is responsible administrative and fiscal work in the collection and handling of Town funds.

Employee of this class is responsible for the collection and recording of town funds. Work involves tax collection, maintaining liaison with Town departments and the general public, and supervising department staff. Work is performed with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices. Work is reviewed through observation, verification, internal audit, and through fiscal audit.

**Supervision Received:** Work is performed under the direction of the Selectmen.

### **Essential Duties and Responsibilities:**

- Supervises and is responsible for the collection of all monies.
- Receives and processes all tax payments by mail; records and balances all payments.
- Prepares all reports of tax collections and reports to the State on excise taxes and registrations.
- Prepares timely tax receipt deposits and enters amounts into computer.
- Prepares a monthly report of tax collections and other receivables.
- Orders and maintains departmental supplies.
- Prepares annual department budget.
- Reconciles tax collections to General Ledger.
- Assists in the collection of taxes and fees at the counter.
- Prepares cut-offs: procedures for end-of-year work/financial audit.
- Performs related work as required.

### **Requirements of Work:**

- Working knowledge of the principles and practices of municipal accounting.
- Thorough knowledge of the lien process.
- Working knowledge of the principles and practices of municipal cash management.
- Thorough knowledge of excise tax collection: laws, updates.
- Ability to prepare regular reports on tax collection activities.
- Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money.
- Ability to plan, organize, supervise and review the work of subordinates.
- Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.

**Training and Experience:**

- High school graduation, plus experience in the collection and management of monies; knowledge of the laws pertaining to property and excise taxes; or any equivalent combination of experience and training

*The Town of Troy considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.*