

RECEIVER OF TAXES

GENERAL STATEMENT OF DUTIES: Receives all taxes for a Town; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving full responsibility for billing, receipt, recording and depositing all taxes, assessments, penalties and interest payable to the Town. Supervision is exercised over the work of several clerical assistants.

EXAMPLES OF WORK: (Illustrative Only)

Collects all State, County, Town, School, County District, and Town District taxes and assessments levied or assessed upon any taxable property within the Town;

Supervises the maintenance of tax rolls and related records, and preparation of periodic and special tax reports, lists and other information;

Supervises the periodic billing of taxpayers and the follow up of delinquent payments;

Answers inquiries received from taxpayers;

May act for the Supervisor in the conduct of tax sales.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the tax laws and the procedures for collecting taxes and assessments; thorough knowledge of financial record keeping related to the collection of taxes; good knowledge of the geography of the town; ability to supervise others and to deal effectively with the public; integrity; initiative and tact; physical condition commensurate with the duties of the position.

DESIRABLE EXPERIENCE AND TRAINING: Graduation from a standard high school course and in addition, either (a) five years of financial record keeping experience, or (b) two years of post high school education in financial record keeping towards a Bachelor's Degree in accounting, finance or business administration, and 3 years experience in business or finance, or (c) a Bachelor's degree in finance, business administration or related field; or (d) a satisfactory equivalent combination of the foregoing training and experience.