



# Town of Blandford Massachusetts

<b>Job Title:</b> Tax Collector	<b>Location:</b> 1 Russell Stage Road, Suite 14
<b>Job Type:</b> Appointed	<b>Reports To:</b> Town Selectmen
<b>Hours per Week:</b> 20 + or -	<b>Pay Basis:</b> Salary

## **JOB DUTIES:**

- Receives payment for municipal real estate, personal property and excise taxes.
- Assists taxpayers in understanding tax bills, related documents or procedures.
- Responds to inquiries & resolved complaints from taxpayers, banks, mortgage companies, title companies, attorney offices, appraisers, the general public, etc.
- Prepares bills for mailing. Ensures bills are sent on time and in accordance with collection procedures.
- Prepares on days worked deposit and posts receipts into database; prepares cash reports. Transmits funds to Treasurer. Must be able to cash out all payments on a daily basis and prove deposits with detail and accuracy.
- Prepares weekly turnover report of collection to the Treasurer. Verifies cash reports to daily collection; calculates changes to commitment sheets; submits reports to Treasurer, Accountant and Selectmen.
- Reconciles monthly bank statements.
- Prepares municipal lien certificates; compiles information and runs reports.
- Posts abatements and exemptions. Issues refunds. Prepares reports.
- Processes bad checks for re-collection.
- Completes forms for tax title preparation.
- Prepares, posts and collects warrants and demands. Notifies collection agency of transaction as necessary.
- Monitors properties in foreclosure keeps records of all notices received.
- Prepares the tax collector's report for the annual town report.
- Maintains address corrections and researches undeliverable bills. Forwards corrections to other town departments.
- Performs similar or related work as required.

## **GENERAL RESPONSIBILITIES:**

- Ensures all work is performed in accordance with all federal, state and local laws, rules and regulations and within mandated DOR and MA General Law.
- Attend meetings, workshops, training and review publications to remain current on practices and new developments in assigned work areas.

- Represent the town in a professional manner at all times. Ensure all accounting practices are completed in a prompt, efficient and ethical manner.
- Report all accidents, to self and/or property, as well as safety concerns to Town Selectmen and other related departments within 2 hours of the incident for non-emergencies. All emergency incidents must be reported immediately.
- Commitment to maintain a good working relationship with coworkers, other town officials and the general public.

#### **REQUIREMENTS – MINIMUM QUALIFICATIONS:**

- Associate’s degree in accounting, finance, business administration or related field; three years of experience in accounting or financial management; or any equivalent combination of education and experience.
- Thorough knowledge of the legal controls, methods and procedures of municipal finance, and computer applications for financial management a must.
- Working knowledge of the applicable provisions of the Massachusetts General Laws relating to municipal taxation.
- Ability to analyze and interpret tax and financial data and to present reports of findings and recommendations.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively under time constraints to meet deadlines.
- Ability to be bonded.
- Certification from the Massachusetts Treasurers/Collector’s Association within three (3) years of appointment.

#### **WORKING CONDITIONS:**

- Light physical effort required to perform duties under typical office conditions.
- Work requires use of hands, sitting and talking/listening, standing, walking, stooping, kneeling, crouching and/or reaching with arms and hands.
- Occasional lifting of up to 30 pounds is required.
- Requires the use of a computer and operation of standard office equipment.
- Requires reading routine and complex documents both in print or electronically.