

ASSISTANT TREASURER AND COLLECTOR

PART TIME

Position Summary:

Responsible for processing real estate and excise taxes as well as other receivables, and performing all general duties within the office and acting as the Treasurer/Collector in absence of the same.

Supervision Received:

Works under the supervision and administrative direction of the Treasurer/Collector; work generally requires minimal supervision with unusual situations referred to supervisor.

Essential Duties and Responsibilities:

Performs routine duties that follow well defined procedures. Work requires attention to detail involving significant measure of judgment and initiative but generally within established procedures. Work demands accuracy, ability to meet deadlines, excellent customer service skills. Requires at least four years of experience in accounting, auditing, banking or general finance in a setting dealing with the public; working knowledge of the pertinent laws, legal controls, methods and procedures with respect to municipal collections and finance; or any equivalent combination of education and experience. Must be proficient in Microsoft Office products, tax collection software and municipal accounting software. Must be able to obtain surety bond annually. Wage commensurate with experience.