



TOWN OF MANCHESTER



POSITION AVAILABLE

ASSISTANT COLLECTOR OF REVENUE
Vacancy in the Collector of Revenue Office
37.5 hours/week, Monday – Friday
\$65,906.00 - \$75,216.95/Annually

Closing Date: Thursday, September 5, 2024

(Applications must be received in the Human Resources Department by 4:30 p.m.)

NATURE OF WORK: Under direction of the Collector of Revenue, provides daily supervision and organization in the collection of taxes, utility bills, and other revenues due to the Town. Acts as the Tax Collector in duties outlined by the Connecticut General Statutes and Town Charter.

MINIMUM TRAINING AND EXPERIENCE: Thorough knowledge of accepted collection procedures, laws, and ordinances as they apply to municipal taxes, assessments, and fees. Requires good knowledge of math and interest rates. Knowledge of accounting, bookkeeping, and office management methods and techniques. Knowledge of modern office equipment and of the principles and processes of data processing, particularly as related to collection work. Ability to deal courteously with the public and to establish and maintain effective working relationships with subordinates and town, state, and federal officials.

MINIMUM QUALIFICATIONS: Associate’s degree in Accounting, Finance, or Business Administration, and four (4) years of experience in the collection of accounts. Two (2) year’ supervisory or office management experience. Certified Connecticut Municipal Collection designation preferred or ability to obtain the Connecticut Municipal Collector’s Certificate within two (2) years of employment. Bilingual preferred but not required. Suitable experience may be substituted for educational attainment if deemed appropriate by the Town Manager or his designee.

EXAMINATION MAY CONSIST OF:

| | <u>Weight</u> | <u>Passing Score</u> |
|------------------|---------------|----------------------|
| Oral Examination | 100% | 80% |

APPLICATION INSTRUCTIONS: Applications and job descriptions are available on our website at: <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. on Thursday, September 5, 2024, or must be postmarked by Thursday, September 5, 2024. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and people with disabilities.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

Town of Manchester
Position Guide
Assistant Collector of Revenue
Full time; 37.5 hours/week
\$65,906.00 - \$75,216.95/Annually

Duties

Under direction of the Collector of Revenue, provides daily supervision and organization in the collection of taxes, utility bills and other revenues due to the Town. Acts as the Tax Collector in duties outlined by the Connecticut General Statutes and Town Charter.

- Certifies records of revenue receivables. Assigns and exercises immediate supervision over work involved in over the counter and mail collection of payments due to the Town for property taxes, utility charges, assessments, cemetery charges and other revenues.
- Exercises immediate supervision over work involved in the development and maintenance of various computerized records and accounts of revenues collected and receivable.
- Recommends and participates in the implementation of changes in current collection practices, data processing arrangements, recommends changes, and assists in training subordinates in computerized operating procedures.
- Responsible for the collection of delinquent taxes, assessments and fees due to the Town. Utilizes various collection methods or tools – demands, warrants, tax sales, UCC liens. Contacts Town Attorney or other law enforcing agent to initiate legal steps for collection.
- Provides information on tax liability and accounts to taxpayers or their agents, resolves taxpayer complaints and takes action as appropriate to secure payment of delinquent accounts.
- Prepares and issues warrants to Constables. Maintains suitable system of all delinquent accounts to ensure compliance with delinquent policy.
- Prepares tax liens, initiates foreclosure process, issues alias tax warrants, maintains records of all bankruptcy filings.
- Performs other duties as assigned.

Desirable Knowledge, Skills and Abilities

- Thorough knowledge of accepted collection procedures, laws and ordinances as they apply to municipal taxes, assessments and fees. Requires good knowledge of math and interest rates.
- Knowledge of accounting, bookkeeping and office management methods and techniques.

- Knowledge of modern office equipment and of the principles and processes of data processing, particularly as related to collection work.
- Ability to deal courteously with the public and to establish and maintain effective working relationships with subordinates and town, state and federal officials

Physical And Mental Effort/Environmental and Working Conditions

- Must be mobile and able to perform moderately difficult manipulative skills. Able to sit for prolonged periods of time. Able to perform tasks which require hand-eye coordination.
- Able to see objects closely as in reading a printout. Able to hear normal sounds with some background noise and able to communicate through human speech using the English language.
- Able to concentrate on fine detail with constant interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over long periods of time.
- Ability to get along with coworkers, supervisors, customers and the public at large.
- Exposure to dust.

Minimum Training and Experience

- Associate's degree in Accounting, Finance, or Business Administration, and four (4) years' of experience in the collection of accounts.
- Two (2) years' supervisory or office management experience.
- Certified Connecticut Municipal Collection designation preferred or ability to obtain the Connecticut Municipal Collector's Certificate within two (2) years of employment.
- Bilingual preferred but not required.
- Suitable experience may be substituted for educational attainment if deemed appropriate by the Town Manager or his designee.