

TOWN OF WESTHAMPTON

TAX COLLECTOR

Position Summary: The Westhampton Tax Collector is a public officer to whom real estate, excise, and personal property taxes, together with betterments & assessments and certain other charges added to and committed as taxes, are committed for collection. This is an appointed, salaried, non-benefited position, for a term of up to three years. It is estimated the position will require 10 – 12 hours/per week.

Essential Duties and responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. The position also includes other duties as discussed in the Additional Duties section below.

- Responsible for the collection, processing, record-keeping, and enforcement of all municipal taxes as set forth by the Assessors.
- Develops, implements, and monitors a system of internal controls to insure accurate record keeping of each individual accounts receivable record.
- Pays to the Treasurer once a week, or more often, all monies received for taxes and interest due with an account of all charges and fees collected.
- Submits list on a timely basis to the Deputy Collector for collection of delinquent taxes.
- Conducts annual tax takings for all outstanding real estate taxes.
- Reconciles all receivables monthly with the Town Accountant and maintains records for submission to auditors for annual examination.
- Maintains a close working relationship with other department heads regarding the sending of tax bills, abatements, exemptions, and deferred taxes.
- Prepares and administers annual Tax Collector's budget and report.
- Attends workshops, trainings, and meetings for professional development and to keep apprised of changing requirement.

Supervision:

- Works under the direction of the Selectboard. The employee functions independently, referring specific problems to the Board when clarification or interpretation of town policy or procedures is required.

Additional Duties:

The position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

Work Environment:

- Work is performed under typical office conditions. Work is subject to seasonal fluctuations.
- The employee operates standard office equipment.

- The employee has ongoing contact with the public, town departments, vendors, financial institutions, and government agencies; responds to inquiries for the public and communicates with consultants and public officials by telephone, in person and in writing.
- The employee has access to town-wide confidential information, including legal proceedings.
- Errors could result in personal injury, injury to others, monetary loss, delay or loss of service, damage to equipment or buildings, and legal repercussions.

Minimum Qualifications:

Education and Experience:

- Bachelor's or Associate degree preferred, with three to five years progressively responsible experience in bookkeeping, accounting or related field, preferably in a municipal setting. Any equivalent combination of education and experience.
- Certification as a Massachusetts Municipal Collector and /or Treasurer is preferred. Eligibility to become a Massachusetts Municipal Collector and /or Treasurer is required.

Necessary Knowledge, Skills and Abilities:

- Ability to maintain financial bonding insurance.
- High level of maturity, integrity and discretion with the ability to manage time efficiently.
- Knowledge of applicable state laws, particularly Chapter 60, section 44 & 32B, and federal laws and regulations.
- Knowledge of, and experience with, computer word-processing and spreadsheet programs. Ability to perform various accounting functions such as accurately recording, balancing, and reporting over a broad range of accounts and funds.
- Ability to communicate clearly and concisely in person, by phone and in writing.
- Excellent interpersonal skills and ability to work effectively with diverse groups of people including State and Town officials, employees and citizens.
- Ability to work independently and to accept direction from the Selectboard.

Physical Requirements:

The physical and environmental demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job.

Minimal physical effort is required to perform duties under typical office conditions. The employee is routinely required to sit, speak and hear and use hands to operate equipment and reach. The employee is frequently required to lift, move, and/or push items weighing up to 40 pounds. Vision requirements include the ability to read routine and complex documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.