

Chepachet Fire District Tax Collector

Job Description:

The Tax Collector position is responsible for the overall operations of the tax office and including assessment, billing and collections, accurate recording and reconciliation of tax revenue and regular reporting. This position will be required to maintain working relationships with the Town of Gloucester's Tax Collection, Assessors and Town Clerk offices, the Harmony Fire District Tax Collector and the West Gloucester Fire District Tax Collector.

Other duties may include, but are not limited to:

- Tax sales
- Lien redemptions
- Delinquent notice mailings
- Preparation of reports as needed
- Attendance at the monthly and annual board meetings
- Keep record of all notices received
- Post payments received and make bank deposits
- Respond to inquiries from taxpayers, mortgage companies, title companies and attorney offices
- Provide accurate and vital information in the office, by telephone, by fax and by email.
- Attend the Rhode Island Tax Collector Association meetings

Work is performed under the general direction of the Chepachet Fire District Board; position reports directly to the Chairman of the Board. Considerable independence is exercised during day to day operations following established procedures and routines. Work is reviewed through audits, observation, reports and evaluation of results.

Qualifications and Skills:

A minimum of two years of advanced clerical experience in a tax collection and/or related accounting environment desired. Knowledge of Vision Software and proficiency in the effective use of technology is preferred.

Must possess experience in maintaining accurate cash collections, records management and monthly reconciliation. Candidate must be able to work independently and with a high level of attention to detail, meet established deadlines yet be flexible should priorities change and have proven customer service skills. Excellent organizational and communication skills are required.

Candidate must be bondable.

Education / Certification:

High School diploma or equivalent required. Bachelor's degree in a related field preferred. Tax Collector Certification desired (or must be completed within 2yrs of employment).

Additional information:

- Part-time (24 hours per week)
- Salary commensurate with experience

- Position is not associated with the Town of Gloucester

Closing Date: Upon filling the position

Resume submission by email or mail:

Email to: chepfiredistadminclerk@coxbusiness.net

Mail to: Tax Collector Search
Chepachet Fire District Board
1170 Putnam Pike
PO Box 755
Chepachet, RI 02814

We extend equal employment opportunities to qualified applicants and employees on an equal basis regardless of an individual's age, race, color, sex, religion, national origin, disability, sexual orientation, gender identity or expression, pregnancy status, marital status, military or veteran status, genetic disposition or any other reason protected by law.