

TOWN OF SOMERVILLE

TAX COLLECTOR Position Description

Nature of work:

This position is responsible for administrative and fiscal work in the collection and handling of Town funds. This is an appointed position in the Town of Somerville.

Employee is responsible for the collection and recording of town funds. Work involves tax collection, maintaining liaison with Town officials and the general public. Work is performed with considerable independence in accordance with applicable laws and following generally accepted accounting practices. Work is reviewed through observation, verification, internal audit, and through fiscal audit.

Classification: Part-Time Permanent Municipal Employee

Hours: 20 hours per week; additional hours as required for meetings, training, and other activities identified by the Board of Selectmen.

Responsible to and Evaluated by: Somerville Board of Selectmen

Essential Duties and Responsibilities:

- Responsible for the collection of monies paid for property tax and excise tax and registration on automobiles, trucks and motorcycles.
- Receives and processes all tax payments received by mail; records and balances all payments.
- Prepares all reports to the State on excise taxes and vehicle registrations.
- Maintains TRIO computer system, updating property tax records as information is received from the Assessor's Agent.
- Prepares TRIO reports for use by the Treasurer and Board of Selectmen in budget preparation, tax commitment, and required State reports.
- Provides a weekly report to the Treasurer of all monies received; ensures the Treasurer receives all monies for deposit.
- Assists Treasurer in reconciling tax collections to General Ledger.
- Prepares procedures for processing tax collections, lien preparation, and end-of-year work/financial audit.
- Maintains files related to property tax, including tax cards, deeds, exemption certificates, liens, and other official documents.
- Maintains binder of current property tax commitments for use by Assessor's Agent and Board of Selectmen.
- Orders and maintains departmental supplies.
- Performs related work as required.

Requirements of Work:

- Working knowledge of the principles and practices of municipal accounting.
- Thorough knowledge of property and excise tax collection: laws and updates.
- Thorough knowledge of the lien process.
- Working knowledge of the principles and practices of municipal cash management.
- Ability to prepare regular reports on tax collection activities.
- Considerable knowledge of modern methods of receiving, depositing, and disbursing large amounts of money.
- Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.

Necessary Special Requirements

High school graduation, plus experience in the collection and management of monies; knowledge of the laws pertaining to property and excise taxes; or any equivalent combination of experience and training.

Will attend training recommended by MMA and the Tax Collector's Association and identified by the Board of Selectmen as needed to efficiently and effectively perform the duties of Tax Collector.