


JOB DESCRIPTION

Accounts Receivable Coordinator

Date of Last Revision July, 2025

 W E S T E R L Y Rhode Island	DEPARTMENT	Office of Tax Collector		
	REPORTS TO	Tax Collector		
	FLSA STATUS	Non-Exempt, Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Tax Collector, the Accounts Receivable Coordinator is responsible for assisting and performing all of the functions in the Office of the Tax Collector which includes the application of accounting techniques, troubleshooting complex problems, and allocating charges and credits to proper accounts and funds.

ESSENTIAL JOB FUNCTIONS

- Liaison to bank on all issues related to the lock box payment process; included but not limited to recording and review of all payments. Includes uploads, decision making and maintenance of tracking spreadsheet.
- Answer questions from taxpayers, banks, and attorneys; explain tax collection procedures and regulations.
- Research questions and complaints and works to resolve them. Assist taxpayers in understanding tax bills and related documents. Explain department procedures.
- Receive miscellaneous and solid waste payments. Prepare daily deposit. Post receipts into database; prepare cash reports. Must be able to cash out all payments on a daily basis and prove deposits with detail and accuracy.
- Perform daily uploads to water and tax batches to Munis. Prepare related daily cash sheet.
- Post abatements and exemptions. Prepare reports and related letters to customers.
- Process bad checks for re-collection. Maintain spreadsheet and related backup for tracking.
- Prepare monthly tax reconciliation.
- Assist as needed with other tax and water tasks.
- Document and maintain written department procedures of job functions.

ADDITIONAL JOB FUNCTIONS

- Attends meetings, seminars, conferences as required.
- Assists with Tax Sales.
- Performs as a backup to the Tax Collector.
- Periodic additional work hours required.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- The principles and practices of financial management.
- Manual and automated accounting systems.
- General ledger and accounting principles and practices.
- Legal controls, methods and procedures of municipal finance.

- Town ordinances, state laws and regulations governing accounts receivable activities.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.
- Well-developed analytical capabilities.

ABILITY to:

- Prepare and analyze comprehensive information and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other related Accounting software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Work hours beyond the regularly scheduled work day when needed and pre-approved.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Associate’s Degree in Accounting, Business/Public Administration or related field.
- Minimum of three (3) years of experience in tax collection, accounting, finance or related working experience.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position

LICENSES AND CERTIFICATIONS

- A valid driver’s license.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS involving:

- Work in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS involving:

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.