



**Job Description**  
**Town of Westerly**

Job Title:	Tax Collector								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Director of Finance			Supervision Exercised:			Departmental Staff		
Last Revision:	9/26/2016								

**General Summary:**

This position is responsible for the collection, care and custody of all revenues, accounting records on taxes and assessments.

**Essential Functions:**

1. Manages, trains, mentors and develops all departmental staff.
2. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations as they relate to tax collection.
3. Develops and implements operational work plans, methods and procedures and provides instruction and direction on taxation technical and operational problems to staff.
4. Collects all taxes, special assessments, utilities bills and all other revenue for the Town.
5. Administers tax sale after thoroughly vetting tax sale list and determining no other alternative is available.
6. Maintains control on all years of taxes and assessments by maintaining custody of all Town funds.
7. Verifies all deposits of money received and reconciles accounts by verifying and entering information into databases and spreadsheets.
8. Responds to inquiries from the public or other Town departments on the phone, in person, in writing and provides information and assistance when possible, or refers individual to the appropriate person for assistance.
9. Maintains liaison with departmental staff and other stakeholders in order to accomplish the effective and efficient enforcement of delinquent tax collections.
10. Confers with taxpayers and their representatives to resolve unusually complex issues referred by

departmental staff.

11. Determines legal action against delinquent tax payers and non-filers.

**Other Functions:**

1. Attends conferences, seminars, committee meetings as required.
2. Submits departmental payroll and maintains attendance/leave records.
3. Other related duties as assigned.

**Education & Experience:**

Education:

Bachelor's degree in accounting, business administration, finance or related field.

Experience:

Four years of experience in tax billing and collections, bookkeeping, banking and cash reconciliation required. Experience must include high volumes of customer service and supervisory experience. Supervisory aptitude rather than actual supervisory experience may be accepted. This requirement will be considered to have been met when there is strong affirmative evidence of the necessary supervisory abilities and/or potential.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

**Knowledge, Skills & Abilities:**

The position requires the following knowledge:

- Expert knowledge in collection concepts and practices.
- Expert knowledge in Rhode Island state regulations, laws, practices and procedures in tax collection.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well developed analytical capabilities.

This position requires the ability to:

- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees.
- Manage various computer applications including Excel and Word.

**Licenses & Certifications:**

Possess a valid driver's license.

Membership in the Rhode Island Tax Collector's Association is preferred and will be required within one year of being hired into this position.

**Special Requirements:**

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check including a credit check.

**Working Conditions & Environment :**

<i>Physical Activities</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Stand		<b>X</b>		
Walk		<b>X</b>		
Sit				<b>X</b>
Use hands to finger, handle, or touch				<b>X</b>
Reach above shoulders	<b>X</b>			
Climb or balance	<b>X</b>			
Stoop, kneel, crouch, or crawl		<b>X</b>		
Talk or hear				<b>x</b>
Taste or smell	<b>X</b>			
Driving (including valid driver's license)		<b>X</b>		

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Up to 10 pounds		<b>X</b>			
Up to 25 pounds		<b>X</b>			
Up to 50 pounds		<b>X</b>			
Up to 100 pounds		<b>X</b>			
More than 100 pounds		<b>X</b>			
<i>Noise Level in the Environment</i>					
	Very quiet	X	Quiet		
	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Work near moving mechanical parts		<b>X</b>			
Work in high places		<b>X</b>			
Risk of electrical shock		<b>X</b>			
Risk of radiation		<b>X</b>			
Work in extreme weather conditions		<b>X</b>			
Exposure to blood or other body fluids		<b>X</b>			
Exposure to hazardous chemicals		<b>X</b>			
Vibration		<b>X</b>			
<i>Special Vision Requirements</i>					
x	Close vision	X	Distance vision		
X	Color vision	X	Peripheral vision		
x	Depth perception	X	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.