TOWN OF BEACON FALLS
TAX COLLECTOR

POSITION DEFINITION:

This is a very responsible administrative position involving the direction of municipal tax collection operation. Oversees and administers the Ct Statutory responsibilities of the Tax Office which includes planning, organizing and supervising the billing, and collection of Real Estate, Motor Vehicle, Motor Vehicle Supplemental, Personal Property Taxes, and Water/Sewer Assessments. Performs duties independently, making decisions in all areas of tax collection in accordance with state statues and as appropriate with federal laws. Does provide direction to Administrator to the Tax Collector and P/T Clerk to Assessor/Tax Department.

ESSENTIAL JOB DUTIES:

✓ Problem Solver-Must be able to handle/resolve all disputes that come up concerning tax collection problems in an amicable manner.
✓ Plans, organizes and executes the preparation and processing of all tax bills in an automated collection system.
✓ Works closely with Assessor, Town Clerk, Board of Selectman, Board of Finance, and Finance Department.

✓ The issuing of Monthly Reports to the Board of Selectman, Board of Finance, Tax Collector, and Finance Department.
✓ Attend Board of Selectman and Board of Finance Meetings at least on a quarterly basis to assure that accounting procedures are being maintained.
✓ Supervises the receipt, reconciliation and deposits of tax collections on a daily basis.
✓ Organizes and maintains a records system to at least include:
  Receipts and Deposits
  Liens- Putting on/off
  Corrections
  Transfers
  The monitoring of Bounced Checks
  Overpayments
  Submits receipt deposit copies to Finance Department
  Issuing of Demand Notices/Warrants
  Issuing of Delinquents to Collection Agency

✓ Oversees/Inputs DMV CIVILS program
  Delinquent MV Put on/off
✓ Oversees/Inputs Point & Pay Credit Card System
✓ Oversees/Inputs Remote Scanning System
✓ Executes electronic bank coding for July Billing and sends to Assessor
✓ M1 Reporting to State of Connecticut
✓ Prepares mandated legal ads as needed.
✓ Files and Release Real Estate liens.
✓ Balances Assessors G/L to initial rate book
✓ Supervises conversion to new fiscal year
✓ Analyzes office and collection procedures and implements improvements as necessary.
✓ Investigates technology improvements and upon recommendation work into office procedures.
✓ Participates in professional Tax Collector Organizations
✓ Provides training to employees on collection practices and procedures.

License or Certificate:
✓ A Connecticut Certified Municipal Collector will be required; however, once hired can take classes to obtain one in a 3 year period.