

Job Description

Title: Deputy Tax Collector/Finance Assistant

Department: Finance

Reports to: Finance Director

Nature of work:

Performs a variety of complex administrative, technical and financial work in the collection of various taxes and assisting in the operation of the Finance Department.

Employee in this class is responsible for assisting the Tax Collector in collection of numerous taxes, preparing regular reports of collected monies, maintaining tax records for all accounts, and other clerical and bookkeeping work as required. Work involves significant public contact while collecting monies, and the compilation of reports and records. Work also involves daily administrative tasks in the finance department.

Essential Functions and Responsibilities:

Prepares and records tax liens according the tax lien process set forth by the State of Maine.

Prepares and records tax lien discharges.

Prepares all notices pursuant to State of Maine Statutes regarding the tax lien process.

Process notices for unpaid personal property taxes.

Provide information to citizens, real estate agents and others on property taxes.

Maintain tax acquired properties list and enforces payment arrangements.

Maintain all tax lien files in orderly fashion.

Process and maintain paperwork regarding employee enrollment and changes to benefits which includes but not limited to retirement plans, health insurance, income protection and workers compensation.

Conduct new employee orientations to provide positive attitude toward organization goals.

Maintain personnel files.

Assist as a back up person to Deputy Treasurer which includes but is not limited to payroll, accounts payable and cash receipting.

All other duties as assigned.

Requirements of Work:

TOOLS AND EQUIPMENT USED:

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representatives 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.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job can require a significant amount of overtime to accomplish all tasks and to manage the advisory boards and committees.

The noise level in the work environment is usually moderate.

Training and Experience Required:

Associate's degree or equivalent from a two-year college or technical school with a concentration in accounting or three or more years related experience and/or training; or equivalent combination education and experience. Knowledge and understanding of the State Statutes relating to the duties and responsibilities of municipal tax collectors.