

# TOWN OF WALPOLE

## Tax Collector

**DEPARTMENT:** Tax Collector

**EMPLOYMENT STATUS:** Part-Time

**JOB SUMMARY:** Responsible for the collection of all taxes including but not limited to property taxes, current use valuation penalties and yield taxes. Serves as Tax Collector of the City of Walpole as prescribed by State law (RSA 41:35).

**SUPERVISION RECEIVED AND EXERCISED:** The commissioner of revenue administration shall have and exercise general supervision over all tax collectors in the performance of their duties to the end that the laws relating to the collection of taxes be properly administered. The Tax Collector reports to the Selectboard.

**EXPERIENCE:**

- Three years of progressively increased responsibility in applicable office operations.
- Advanced course work in business, bookkeeping, accounting, or finance. Associates degree preferred but not required.

**REQUIRED SKILLS:** Be organized, detailed orientated and communicate effectively with the public over the phone and in person; skilled in the use of computer of standard office software such as MS Excel and Word; ability to process transactions efficiently and accurately and apply mathematics to specific tax computation problems; hold or obtain a notary public commission within 6 months of hire. Completion of training in field work through the State of NH and the NH Tax Collector's Association.

**ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

1. Keeps a fair and correct account in detail of taxes due, collected and abated and all property sold for the nonpayment of taxes.
2. Remits all money collected to the Manager of Finance at least on a weekly basis or daily whenever receipts total \$1,500 or more.
3. Makes final payment to the Town Treasurer of all moneys collected within 10 days after the close of the Town's fiscal year.
4. Submits the tax books and lists to the Town Treasurer, the Selectboard for inspection, and State and financial auditors and computations when requested to do so.
5. Prepares, prints and mails tax bills which include the time and place for transaction of tax business.

6. Makes a written report to the Town at the end of each fiscal year, which contains the amount of taxes committed and collected, together with interest; the amounts of discounts allowed; the amount of taxes abated; the total amount of uncollected taxes; and an account of all sales of real estate to collect taxes.
7. To provide the Selectboard with an itemized list of uncollected taxes at the end of the fiscal year.
8. And other duties as assigned.

**PHYSICAL REQUIRMENTS:**

*(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.)*

Position requires frequent office movement to support customer service at public window. Occasional light lifting and carrying of items up to 25 pounds.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change).*