



TOWNSHIP OF CHATHAM

58 Meyersville Road
 Chatham, New Jersey 07928
 www.chathamtownship.org

JOB SPECIFICATION

Title	Tax and Utility Collector
Department	Finance
Type	<input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
FLSA Status	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Bargaining Unit	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> C.W.A. <input type="checkbox"/> P.B.A.
Reports to	Chief Financial Officer, Township Administrator
Supervisory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Probation Period	180 days

Summary/Definition

Supervises and performs the work involved in the collecting of personal and property taxes; does other related duties as required.

This position is responsible for the oversight of the bookkeeping, calculation, and accounting functions to comply with all state law and municipal directives in the collection of personal and property taxes including the proper calculation, preparation, and mailing of tax bills, the receipt and detailed accounting of all monies and/or checks received, the timely and accurate accounting and reporting of the activities of the office as required by state law and municipal directive, and assisting in the administration of procedures for the enforcement of timely payment of all due taxes.

Duties/Responsibilities

- Reviews and recommends policies to the local governing body impacting operations of the tax collection function.
- Consults with the municipal finance director and municipal auditor to maintain accounting and reporting procedures.
- Compiles tax bills, notices of delinquency, notices of pending tax sale and or foreclosure.
- Disseminates information to the taxpayer regarding billings, delinquencies, and payment history in a timely fashion.
- Compiles and executes a successful tax sale and executes the requires tax sale certificate in the allotted time frame. Computes the amount due on an account including the interest on delinquent accounts as well as the amount necessary to redeem a tax lien or multiple tax liens on a property.
- Oversees the administration of property tax deductions including the corrections of bills, billings (as necessary) and reporting to the State of New Jersey. Prepares disallowance notices (PD-4) for the affected taxpayers and rebills tax amount due, as well as mails out annual PD-5 forms to taxpayers who are eligible for deductions. Executes receivership action when necessary on commercial/business properties.
- Computes the County Tax Board Judgments and State Appeals and post same.

- Consults with the tax assessor, municipal finance director, and municipal administrator regarding the exact format and amount of information outlined on tax bills and information regarding tax appeals.
- Establishes appropriate accounting and recording procedures, as required by state statute, to enhance efficient and accurate record keeping utilizing modern accounting techniques and system controls.
- Supervises the receipt, reconciliation, deposit and recording of all cash received to special account ledgers, tax lien ledgers, foreclosed property ledgers, and delinquent ledgers.
- Develops administrative procedures for dealing with delinquent accounts, to increase the percentage rate of collection, and reduce the rate of uncollected or delinquent accounts.
- Establishes and maintains accurate listing of all unpaid tax items.
- Distributes notifications concerning rebates and deductions.
- Performs the task of Tax Search Officer.
- Perform other related tasks as required.

Requirements

Education

- Graduation from an accredited college or university with a Bachelor's degree.

Licenses

- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Certifications

- Possession of a current, valid Certified Municipal Tax Collector's Certificate issued by the New Jersey Department of Community Affairs.

Experience

- Three (3) years of experience in finance or accounting; minimum of two (2) years of experience in a Tax Collectors office preferred.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

Knowledge/Skills/Abilities

- Knowledge of municipal tax collection laws, principles, practices, and procedures.
- Knowledge of the administrative aspects of municipal property taxation and collection.
- Knowledge of accounting principles.
- Knowledge of the methods used to maintain accounting records.
- Ability to work with professional auditors and/or accountants to maintain an accounting system suitable for municipal accounting.
- Ability to prepare accurate and complete reports on status of tax collections on a current basis.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to provide assignments and instructions to staff and evaluate their performance.
- Ability to organize assigned work, and plan and develop effective work and office procedures.
- Ability to interpret laws, regulations, policies and procedures relating to municipal tax collection.
- Ability to prepare and supervise the preparation of clear, sound, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations.
- Ability to direct the establishment and maintenance of suitable records and files.

- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

Physical Requirements

- Job frequently requires standing, walking, reaching, talking, hearing, and lifting up to 25 pounds.
- Ability to see information in print and/or electronically.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

The Township of Chatham is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.