

Town of Harrisville
Tax Collector (parttime)

The Town of Harrisville, NH, seeks candidates to fill our Tax Collector position.

This individual directs all aspects of the Town's tax collection operation with optimum accuracy and efficiency. Reporting to the Select Board, work must adhere to the Code of Ethics for Tax Collectors, and all other prevailing State laws and regulations.

Working closely with the Town's Assessor, Town Treasurer, and Select Board, services provided by the Tax Collector include

- Plan, organize, and mail tax billings twice a year timely and accurately.
- Collect, deposit, and record receipts with diligence and attention to detail.
- Balance cash collected on a weekly basis for the Town Treasurer. Balance accounts and prepare reports for the Board and NH DRA.
- Prepare and mail delinquent notices for property taxes, current use, and yield taxes.
- Coordinate and prepare unpaid accounts for impending lien notices as prescribed. Follow up with tax liens as appropriate. When a tax lien is paid in full, follow up with the Registry of Deeds to release the lien.
- Prepare and follow up with deeding notices as appropriate.
- Engage with Harrisville taxpayers to respond to requests for tax information.

Application requires

- Two+ years of successful experience in a similar position. Four+ years of experience that includes processing financial or accounting transactions will be considered.
- Experience preparing accurate and complete reports; interpreting regulations, policies, and procedures relating to municipal tax collection or other professional area; and, ability to organize work, and plan and develop effective work and office procedures.
- Demonstrated ability to work independently and collaboratively with amazing accuracy and organization; willingness to resolve tax payers' (customer) issues firmly, courteously, and with good judgment; and, an energetic and service orientation to the position.
- Ability to use various types of electronic and manual recording and information systems.
- NH Tax Collector Certification, ideal. Ability to learn and apply municipal tax collection laws, principles, practices, and procedures and earn CTC within the first year would be expected.

To apply, send a cover letter, resume, and three professional references to the Select Board Chair, Town of Harrisville, 705 Chesham Road, Harrisville, NH 03450 (or, by email to TownHall@HarrisvilleNH.org).

Position will remain open until filled.

The Town of Harrisville is an Equal Opportunity Employer.