



Town of Madison
Vacancy Announcement
Tax Collector

Position Title: Tax Collector

Hours of Work: 40 hours per week

**Salary Range: Grade 13 – Salaried/Exempt
\$65,846.80 to \$91,669.08 (5 Steps)**

The Town of Madison is accepting applications for the position of **Tax Collector**. This position is located in the Tax Collector's Office of the Town. Completed applications must be received in the Human Resources Department no later than 4:00 p.m. on **Friday, December 8, 2017**. Application forms may be obtained in the Human Resources Department, 8 Campus Drive, Madison, CT 06443; or, applications can be submitted from the website at www.madisonct.org.

Minimum Training and Experience Required To Perform Essential Job Functions: Bachelor's degree in Accounting, Business Administration, Public Administration or a related field with six (6) years of related experience and/or any combination of education and experience that provides Connecticut Municipal Collector Certification. Candidate must possess a Connecticut driver's license and be able to successfully complete a complex background investigation. As a condition of employment the Tax Collector must be able to obtain and remain bonded. The position reports directly to the First Selectman.

Position Purpose: To forecast, organize and administer the statutory, charter and ordinance responsibilities of the Tax Collectors Collector's Office. Prepares annual property and other town tax bills from Grand List; receives, reconciles and deposits tax collections; directs recording and reconciliation of current and delinquent local property taxes; organizes and supervises the billing and collection services for special assessments; meets with Town Counsel on collection and related matters; meets and confers with delinquent taxpayers; prepares tax liens; lien releases and foreclosures; assigns tax warrants to marshal; initiates enforcement procedures against delinquent taxpayers. Prepares abatement lists; reviews daily deposits and reconciliation reports; compiles and certifies real estate, personal property and motor vehicle corrections and pro-rations; prepares and processes refund applications, refunds and returned checks; coordinates the recording of new and amended property information with the Town Clerk and Assessor. Resolves complaints; prepares department operating budget; submits line transfer requests and appropriations through prescribed accounting standards. Prepares a variety of reports; submits information to the Board of Selectmen and Board of Finance. Supervises office staff.

The Town of Madison provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application process, please contact the Human Resources Department prior to the closing date.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Created: 7/27/15
November 1, 2017 Posted date