

**Deputy Collector of Revenue**– Town of South Windsor – Full time position of Deputy Collector of Revenue is available in the Collector’s Office with annual salary of \$45,000 – \$52,000 depending upon experience. This position is in the UPSEU Local 424-Unit 65 Union. Responsibilities include, but are not limited to assisting the Collector of Revenue in the collection and recording of local property taxes, special assessments, liens, sewer bills and other municipal revenues.

Associates degree in accounting or a related field desired, with at least two years of prior experience in financial record keeping functions, preferably involving public contact through a local government financial office or in a bank of financial services company setting. Incumbent must have a good working knowledge of Microsoft Excel and Word. Familiarity with Quality Data Systems and prior bookkeeping experience, either through work or advanced education beyond the high school level, desired. Certification by the State as a municipal collector is required or to be achieved within three years of appointment to the position.

To view a full job description and to apply online please visit our website at [www.southwindsor.org](http://www.southwindsor.org) under Employment Opportunities. Applications and resumes must be submitted online by midnight, Monday, November 6, 2017. The Town of South Windsor is an Equal Opportunity Employer.