

Town Of Plymouth, Vermont Treasurer / Tax Collector

- Directs and performs duties involving the daily operations of the Treasurer/Tax Collector's office; develops office procedures and documents, reviews, prepares and administers departmental budget and works with Town Clerk to prepare Annual Report.
- Maintains effective working relationships with Town officials, staff, and members of the community. Meets and speaks with taxpayers, the general public, municipal or other business associates to provide answers, address complaints and requests, deal with errors or other job-related issues.
- Manages the billing and collects all monies for the Town including real estate property, fees, charges, bills and revenues committed to the Treasurer/Tax Collector.
- Prepares municipal lien certificates, delinquency notifications and all other documents as required in the collection of taxes.
- Works with the Town Clerk to oversee the collection, deposit and reconciles bank statements for all Town accounts; prepare reports for Town's annual audit; and balance cash, receivables, and debt monthly.
- Initiates collection action on delinquent accounts. Prepares and collects tax liens and pursues foreclosures and oversees tax title records and selling of tax title property at auction.
- Manages debt including the borrowing of funds for the Town, compliance with all reporting requirements, timely payment of debt obligations, preparation of all financial documents including continuing disclosure.
- Works with the Town Clerk to manage payroll, ensures that employees are properly enrolled in the system; maintains earnings records for all employees. Prepares and files W-2 information and all other third-party required reports.
- Performs such other duties as are required by the Select Board or as the situation dictates.
- Works with Town Officials, Staff and FEMA on documentation/reporting on recent and future disasters.

Recommended Qualifications

Degree in business administration, finance, accounting or related field preferred; at least two years of experience in business or financial management preferably in a municipal Treasurer and/or Collectors office; or an equivalent combination of education and experience.

Competitive salary as well as a great Municipal Benefit Package to include health & dental insurance, retirement plan, paid holidays, and paid vacation.

Please submit a completed application to the Plymouth Town Clerk's Office at 68 Town Office Road, Plymouth, Vermont 05056 or email clerk@plymouthvt.org. Applications will be accepted until the position is filled. The Town of Plymouth is an Equal Opportunity Employer.