

Town Of Plymouth, Vermont Delinquent Tax Collector

A tax collector's job description includes a variety of responsibilities, such as:

Collecting taxes: Collecting unpaid taxes from individuals and businesses, and ensuring that the correct amounts are received by the government.

Helping taxpayers: Contacting taxpayers who have not paid their taxes, and helping them to set up payment plans.

Analyzing financial information: Conducting background and financial status checks, and analyzing financial information.

Maintaining records: Keeping detailed records of tax receivables, and maintaining files of past tax collection efforts.

Preparing reports: Preparing statistical reports and analyzing tax data.

Collection actions: Including tax sales of the property, when necessary.

Interacting with the public: Dealing with taxpayers and the public in a professional and courteous manner.

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. Knowledge of local tax laws and requirements. Strong computer skills and experience with NEMRC a plus.

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.