

POSTING - VACANCY

ADMINISTRATIVE ASSISTANT (Admin I) - TAX COLLECTOR

Assistant to the Collector position is appointed by the Town Manager and is under the general supervision of the Treasurer-Collector. Candidate will be able to print and mail all quarterly billing for real estate taxes and all excise and other tax commitments. The Assistant will provide responsible customer service and financial duties pertaining to the collection, processing, record keeping and enforcement of all municipal taxes including real estate, personal property and motor vehicle excise taxes and other municipal receivables; all other related work, as required.

The candidate will provide skilled accounting and computer banking support in maintaining the billing and collection, account reconciliation, cash management reporting, research and all other municipal procedures and functions as required by the position.

The successful candidate will be responsible for the day to day office flow and tasks for the position of one assistant tax clerk. Position requires the ability to communicate effectively with town employees and departments, tax payers, vendors and state agencies to provide and obtain information on a variety of tax and financial issues, in person, by telephone and electronically.

May work collaboratively with other departments, banks, state agencies or other outside organizations.

Work is performed under typical office conditions. The workload is subject to fluctuations, due to scheduled events and deadlines.

Ability to work independently and meet deadlines; ability to interact effectively and cooperatively with individual employees and town departments; ability to work accurately with numbers, with attention to detail; ability to communicate effectively in written and oral form.

Customer service and problem-solving skills; skill and accuracy in working with numbers and detail; knowledge of and ability to use Microsoft Office software programs; knowledge of department specific software programs; working knowledge of public records law regarding the public's right to inspect and copy records in the custody of the office, including knowledge of retention periods for all records and the process and requirements for disposition; organizational skills.

Ability to obtain Public Official Bonding required. MS Office, Point Software and Unipay experience preferred. It is anticipated that with experience and education, the person filling this position will grow into the qualified Assistant Tax Collector. Send application, cover letter and resume to: Town of Ware, Town Manager, 126 Main Street, Ware, MA 01082. Review of applicants to commence on March 23, 2017. The Town of Ware is an Affirmative Action Equal Opportunity Employer