

City of Burlington
Department of Administration



JOB POSTING – Open to the Public

Assistant Municipal Tax Collector - Title code 00627@

Posting Dates: Until Position is Filled

Salary Range: \$86,378 – 106,906 (*Salary is commensurate with qualifications and experience*)

The City of Burlington is seeking an experienced Assistant Municipal Tax Collector with significant knowledge of municipal tax collection laws, practices, and procedures.

ESSENTIAL FUNCTIONS AND DUTIES • Reviews and recommends policies to the local governing body impacting operations of the tax collection function. • Consults with the municipal finance director and municipal auditor to maintain accounting and reporting procedures. • Receives and establishes the accuracy of ad valorem tax duplicates from the tax assessor and assists in the timely preparation and mailing of all final tax bills. • Consults with the tax assessor, municipal finance director, and municipal administrator regarding the exact format and amount of information outlined on tax bills and information regarding tax appeals. • Establishes appropriate accounting and recording procedures, as required by state statute, to enhance efficient and accurate record keeping utilizing modern accounting techniques and system controls. • Supervises the receipt, reconciliation, deposit and recording of all cash received to special account ledgers, tax lien ledgers, foreclosed property ledgers, and delinquent ledgers. • Develops administrative procedures for dealing with delinquent accounts, to increase the percentage rate of collection, and reduce the rate of uncollected or delinquent accounts. • Establishes and maintains accurate listing of all unpaid tax items. • Prepares a listing of properties to be sold, accurate descriptions of all property, the name of the owner and listing of all taxes, assessments, and other charges for preparation of tax sale. • Distributes public notices of the time and place of all tax sales which include: a description of property and total amount due at the time of the sale, the placing of notices in designated public places, and the publishing of same in an area newspaper pursuant to state statute. • Conducts tax sales on all delinquent property at least once each year. • Delivers certificates of sale to all purchasers. • Distributes notifications concerning Homestead Rebates, Tenant Rebates, and notification to respective owners regarding their eligibility for Federal Flood Insurance.

KNOWLEDGE AND ABILITIES: • Knowledge of municipal tax collection laws, principles, practices, and procedures. • Knowledge of the administrative aspects of municipal property taxation and collection. • Knowledge of accounting principles. • Knowledge of the methods used to maintain accounting records. • Ability

to work with professional auditors and/or accountants to maintain an accounting system suitable for municipal accounting. • Ability to prepare accurate and complete reports on status of tax collections on a current basis. • Ability to interpret laws, regulations, policies and procedures relating to municipal tax collection. • Ability to prepare and supervise the preparation of clear, sound, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations. • Substantial experience and working knowledge of Edmunds municipal accounting software program and Excel.

REQUIREMENTS:

EDUCATION: Minimum qualifications include graduation from an accredited college or university with a bachelor's degree. Applicants who do not meet the above educational requirement may substitute two years of fulltime experience in municipal tax collection to have included duties in tax billing, collection, and enforcement and reporting; or one year of fulltime municipal tax collection experience and 30 credit hours.

CERTIFICATION: A current, valid Tax Collector's certificate issued by the New Jersey Department of Community Affairs.

Toward the goal of providing further clarification of the City of Burlington's above referenced job posting, please note the following:

- The current Tax Collector will retire on 8/1/2024. The City of Burlington desires to hire an Assistant Tax Collector prior to that retirement to enable a reasonable period of training and transition.
- Upon the retirement of the current Tax Collector, the City of Burlington intends to promote/appoint the Assistant Tax Collector to the position of Tax Collector.
- The City of Burlington will not employ an Assistant Tax Collector permanently.

All employees of State and local government must reside in the State of New Jersey, unless exempted under the law. The City of Burlington is an Equal Opportunity Employer. If you need reasonable accommodations to apply due to disability please call 386-0200, ext. 140.

If interested, please submit a cover letter, resume, and three (3) professional references to Johanna S. Conyer, Business Administrator, City of Burlington, City Hall, 525 High Street, Burlington, NJ 08016, or email them to Zoraida Pagan at zpagan@burlingtonnj.us. To view the complete job posting and application requirements, please visit www.burlingtonnj.us.