



The Town of Avon Announces the Recruitment for the
Following Position: ***Collector of Revenue***

Department: Finance
Reports to: Director of Finance
Date Posted: May 5, 2022

Status: Full-time, 37.5 Hours/Week
Salary Range UP VI: \$79,217-\$111,071/Annualized
Closing Date: Open Until Filled

Full-time benefits include Health Insurance, Life Insurance, Long Term Disability, 401 (a) Pension Plan, Paid Holidays, Vacation and Sick Leave.

To Apply For this Position: An Employment Application is available in Job Opportunities on the Human Resources page of the Town website www.avonct.gov. Applications may be emailed to HR@avonct.gov, hand-delivered to Human Resources Department, or mailed to: 60 West Main Street, Building #5, Avon, CT 06001. Successful candidate must pass a written exam and/or interview, drug test, and background check prior to employment.

Summary: Supervises and administers statutory, charter, and ordinance responsibilities of Revenue Collection Office; planning, organizing, supervising billing and collection of real estate, motor vehicle, personal property taxes; sewer connection fees, sewer use charges, sewer assessments; receives and accounts for fees and charges collected by Town departments, all grant funds. Receives direction from Director of Finance (DOF). Performs independently in tax collection using technical judgement, according to state statutes and/or federal laws, local ordinances. Assigns work to Assistant Collector of Revenue, support staff.

Examples of Duties: Generates all items relating to preparation, processing of real estate, motor vehicle, personal property taxes, sewer system fees, in automated collection system. Works closely with Town Clerk, Town Accountant, Assessor, Town Manager's Office on timely information receipt and processing. Assures accounting controls are maintained. Works closely with IT consultants on modifications and new applications in automated collection system. Responsible for monitoring, reconciliation, reporting online tax collection and other payments processed through Revenue Collection Office. Addresses requests from financial institutions. Supervises receipt, reconciliation and deposit of collections on daily, weekly, monthly basis. Submits regular deposit and reconciliation reports to DOF. Organizes, maintains records system: receipts, deposits, liens, corrections, adjustments, overpayments, underpayments, reports, audits. Initiates collection procedures by: personal taxpayer conferences, demands and lien notices. Files property liens, lien releases on land records. Arranges delinquent taxpayer plans, enforcement procedures. Confers with Town Attorney on tax collection and related matters. May appear in court as representative of Town in disputed matters. Reports delinquent motor vehicle taxpayers to State of Connecticut Department of Motor Vehicles (DMV). Provides specialized DMV reports. Reconciles the Rate Book with Grand List Abstract prepared by Town Assessor. Reviews revenue collection policies and procedures for efficiency. Prepares monthly reports on collections, quarterly activity reports, year-end reports. Prepares statistical reports for Town Manager and Board of Finance. Prepares annual reports: State of Connecticut Office of Policy and Management, Town's independent auditors, Tax Collector's Annual Report. Prepares new releases on tax information. Assists in estimating collection revenues for Town budget. Recommends annual operating budget for Revenue Collection Office; administers approved budgets. Maintains office inventories. See the accompanying job description for additional information.

Minimum Qualifications: Bachelor's degree in Accounting, Business Administration or a closely related field of study, and four (4) years of experience in collection, billing, accounting, or bookkeeping, or seven (7) years of progressively responsible experience as a Collector of Revenue; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Thorough knowledge of Municipal, State and Federal laws and ordinances regarding local taxation, tax sale procedures and financial reporting. Considerable knowledge of principles and procedures of governmental accounting. Proficient knowledge of Microsoft Outlook, Word and Excel.

Preferred: Working knowledge of QDS.

License or Certificate: Must be a Certified Connecticut Municipal Collector (CCMC). Valid Driver's License.