



The Town of Avon Announces the Recruitment for
the Following Position:

ASSISTANT COLLECTOR OF REVENUE

Department: Finance
Reports to: Collector of Revenue

Date Posted: April 4, 2022

Status: Full-time, 37.5 Hours/Week
Salary Range 8: \$32.0021-\$35.3244/Hour
Annualized: \$62,404-\$68,883
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 dropped off at the Human Resources Department, sent by mail: 60 West Main Street, Building #5, Avon, CT 06001, or emailed to HR@avonct.gov. Successful candidate must pass a written exam and/or interview, drug test, and background check prior to employment.

Summary: Provides exceptional customer service to public. Provides technical and administrative assistance to Collector of Revenue in billing, collecting, crediting of taxes and related billings or charges. Assumes responsibility of Office of the Collector of Revenue in absence of Collector. Receives general supervision from Collector of Revenue. Performs duties independently and sets priorities of work tasks.

Examples of Duties: Performs administrative and clerical tasks in preparing, printing, mailing of tax bills for real estate, personal property, motor vehicle, supplemental motor vehicle lists, and sewer use charges. Receives, posts, reconciles payments daily. Processes revenue on daily basis to Town Accountant. Prepares, maintains automated and manual records: taxes, sewer use, revenue, assessment information. Performs arithmetic computations requiring absolute accuracy to examine, verify, correct tax charges. Searches land records to assure accuracy of property information. Enters and updates information daily into Town's revenue collection system. Assigns work to clerical support staff. Checks work output, responds to inquiries, and instructs on policies, processes, and legal changes. Inter-departmental communication in receiving, processing, reconciliation of revenues. Assists with delinquent taxpayer identification; prepares delinquent notices, filings. Contacts delinquent taxpayers, arranges for payments and payment plans. Collection and information duties at front counter. Responds to public inquiries on tax policies and procedures. Balances cash drawer each business day close. Assists Collector of Revenue in preparing reports to: Town Manager, Director of Finance, various Boards and Commissions, and state and federal agencies. Analyzes work processes of Town's revenue collection system, applications, equipment, and recommends improvements. Maintains technology changes for system efficiency. Assists implementing new system applications. Receives, processes mail; screens telephone calls and visitors for Collector of Revenue. Resolves taxpayer issues and consults with Collector of Revenue. Participates in professional organizations and training opportunities. Performs backup or relief tasks of department. Performs general clerical tasks. Operates standard equipment: computers, copy machines, calculators, etc. Performs other related duties as directed.

See the accompanying job description for additional information.

Minimum Qualifications: Associate's Degree in Business Administration or Accounting, and four (4) years of increasingly responsible experience in collection, billing, bookkeeping, or accounts clerical experience, or any equivalent combination of education and experience. Proficient knowledge of Microsoft Outlook, Word and Excel.

License or Certificate: Must be a Certified Connecticut Municipal Collector (CCMC) or complete certification within four (4) years of appointment. Valid Driver's License.