

Town of Exeter  
Exeter NH 03833

## ***JOB VACANCY***

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Date of Notice: July 9, 2019

Position: **Deputy Tax Collector**

Pay Range: \$50,367 - \$67,091/annual (14 steps) plus excellent benefits

**Requirements:** The Town of Exeter is currently seeking a Deputy Tax Collector. Position is full time with excellent benefits. Position is under the direction of the Town Manager which also serves as the Tax Collector and follows the same State RSA 41:35 for responsibilities. The deputy will oversee all daily operations of the Tax office including supervision of staff. Responsibilities include but not limited to property tax and water/sewer billing and collections, daily bank deposits, tax lien and deeding, process abatements, refunds, various reporting's and the preparation of the annual Tax department budget. Maintain taxpayer accounts, including statutory charges, payments, interest assessments and credits. Verifies the reconciliation of cash and computer journals. Schedules final meter reads with Public Works and schedules shutoff of delinquent water accounts. Successful applicant will be detail oriented, flexible, have excellent verbal and written communication skills and must be able to strictly maintain confidential information and exercise discretion in delicate situations.

**Qualifications:** Required education level of a Bachelor's degree in Accounting or closely related field. One to three years of experience in an accounting office setting or combination of education and experience. Municipal accounting and/or tax collections experience preferred. Proficiency with Microsoft Word and Excel required. Munis financial software experience a plus.

Application required, available on Town website: [www.exeternh.gov](http://www.exeternh.gov)

**Email** application, cover letter and resume to:

[dcisewski@exeternh.gov](mailto:dcisewski@exeternh.gov)

Closing date - July 26, 2019 or until filled.

*The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law.*