

Town of Exeter
Exeter NH 03833

JOB VACANCY

Date of Notice: January 6, 2021

Position: **Collections Specialist**

Pay Range: \$17.61 - \$24.28 /hour, plus excellent benefits

Closing date - January 20, 2021 or until filled.

Requirements: The Town of Exeter is currently seeking a Collection Specialist. The position is full time with excellent benefits. Position is under the direction of the Deputy Tax Collector. Position performs primary functions of property tax, water and sewer collections. Receives payments from customers for taxes, fees, town services, etc.; enters payments into computer, reconciles with manual totals and submits daily reports and records to Deputy Tax Collector/Water and Sewer Collector for verification posting. Communicate directly with taxpayers and representatives of taxpayers and ratepayers at the counter, by mail and by phone, providing information, answers to inquiries and resolving billing, collection and tax-related problems. 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: Requires knowledge of general accounting skills equivalent to completion of an Associate's degree and one to three years of related experience, or equivalent combination of education and experience. Proficiency with Microsoft Word and Excel required. Municipal accounting and/or tax collections experience preferred. Munis financial software experience a plus.

Application available on Town website: www.exeternh.gov

Email application, cover letter and resume to: hr@exeternh.gov

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.