



TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709

www.Exeternh.gov

JOB VACANCY

Date of Notice: September 6, 2022

Position: Deputy Tax Collector

Closing date: September 21, 2022, or until filled.

Requirements: The Town of Exeter is currently seeking a full-time Deputy Tax Collector. The position is under the direction of the Town Manager, who also serves as the Tax Collector and follows the same State RSA 41:35 for responsibilities. The deputy oversees all daily operations of the Tax office, including supervision of staff and maintaining taxpayer accounts, including statutory charges, payments, interest assessments, and credits. Their responsibilities include but are not limited to property tax and water/sewer billing and collections, daily bank deposits, tax lien and deeding, processing abatements, issuing refunds, various reporting, and preparing the annual Tax department budget. The Deputy will verify reconciliations of cash and computer journals, schedule final meter reads with Public Works, and schedule shutoffs of delinquent water accounts. The successful applicant will be detail-oriented, flexible, have excellent verbal and written communication skills, and be able to maintain confidential information and strictly exercise discretion in delicate situations.

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

Compensation: Pay is DOE within the Town compensation plan. Excellent benefits package, including health insurance, free dental, sick time, personal time, and vacation time.

TO APPLY

Send the following three items

- 1) Town of Exeter Application (found at www.exeternh.gov/hr), 2) Cover letter, 3) Resume

To Melissa Roy, Assistant Town Manager/HR Director:

mroy@exeternh.gov

or

10 Front Street, Exeter, NH 03833

Attn: Melissa Roy, Assistant Town Manager/HR Director

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.