



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

NOTICE OF VACANCY

DATE OF NOTICE: February 8, 2023
JOB TITLE: Collections Specialist
PAY RANGE: \$19.54-\$25.64 (12 Step Scale) & excellent benefits
JOB LOCATION: Employee based at Exeter Town Offices
10 Front Street Exeter, NH 03833
CLOSING DATE: February 17,2023 or until filled

Description: The Town of Exeter is currently seeking a Collections 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.

Minimum 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.

Applications are available on the Town website: www.exeternh.gov.

Send an application, cover letter, and resume

via Email to:

hr@exeternh.gov or

Mail to:

Melissa Roy, Human Resources
10 Front Street
Exeter NH 03833

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.