



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: August 5, 2024

Position: Deputy Tax Collector

Closing date: Open until filled

Requirements: The Town of Exeter is currently seeking a full-time Deputy Tax Collector. The position reports to the Town Finance Director. The Town Manager 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. 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 monthly and annual reporting, and preparing the annual Tax department budget. The Deputy will verify reconciliations of daily cash and Tax journal entries, schedule final meter reads with Public Works, and schedule shutoffs of delinquent water accounts. The successful applicant will be detail-oriented, flexible, enjoy working in a collaborative environment and have a positive attitude. Excellent verbal and written communication skills, and the ability to maintain confidential information and strictly exercise discretion in delicate situations is a must.

Qualifications: A bachelor's degree in accounting, finance or related fields combined with a minimum of two years of experience in Municipal accounting is preferred. Candidates who possess a combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities will also be considered. Proficiency with Microsoft Excel and Word required. MUNIS financial software experience is a plus.

Compensation: Pay is DOE within the Town's compensation plan (\$34.68 - \$48.01/hr.). Excellent benefits package, including health insurance with generous cost share, free dental, paid vacation/sick/personal time, 12 paid holidays, and participation in the NH Retirement System.

TO APPLY

Send the following three items

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

Town of Exeter Human Resources Department

HR@exeternh.gov or

10 Front Street, Exeter, NH 03833

Attn: Human Resources

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