



Town of Thompson
JOB OPENING – FINANCIAL TAX CLERK (24 HOURS)

Financial Tax Clerk: This position reports directly to the Tax Collector and will assist in preparing, billing, collecting, and managing all taxes for the Town of Thompson with excellent and accurate customer service. Duties will include but not limited to mailing tax statements, maintaining various databases, generating reports and correspondence, management of escrow database, processing and filing liens, preparing bank deposits, and continued professional development. This position works closely with the Assessor's office and other town departments on a daily basis. The ideal candidate will possess excellent computer, mathematical, and communication skills and MUST be bondable in accordance with CT State General Statutes. This is a full-time union position, 24 hours per week.

Minimum qualifications: Associate degree in Accounting, Business Administration or a closely related financial field and two years' experience in a tax office environment, preferred. Knowledge of accounting and bookkeeping principles. Proficiency in Microsoft Office applications preferred. Certification in the Certified Connecticut Municipal Collector (CCMC) program is preferred and willingness to become certified is strongly encouraged.

Please review the complete Job Description available online at www.thompsonct.org/employment and in the Human Resources Office at the Town of Thompson Town Hall.

If you are interested in this position, please submit your cover letter, resume, certifications (if applicable), and three letters of reference to : Michelle Giammarinaro, HR Director, mgiammarinaro@thompsonct.org AND Scott Antonson, Tax Collector, taxcollector@thompsonct.org no later than Friday, May 10, 2024. AA/EOE.