

Town of Thompson, CT
815 Riverside Dr.
P.O. Box 899
North Grosvenordale, CT 06255

FINANCIAL TAX CLERK

Salary:

As Per Union Contract

Reports to:

Reports to the Tax Collector of the Town of Thompson

Position Summary:

The Financial Tax Clerk performs professional and technical work involving all aspects of revenue collection activity in the Tax Collector's Office. Collects these revenues in accordance with all Connecticut General Statutes. Works under the general direction and supervision of the Tax Collector.

General Duties:

- Maintains, monitors, and updates revenue collection files and records.
- Receives, reviews, and processes Real Estate, Personal Property, Motor Vehicle and Supplemental Motor Vehicle tax payments. Performs follow-up collection work as needed.
- Verifies daily funds received and balances bank deposits and tax receipts.
- Prepares additional tax billings as needed.
- Computes and prepares Sewer Use tax bills and performs follow-up collection procedures.
- Completes monthly reports for Tax Collector, Finance Director, and WPCA Board.
- Provides technical and office administrative assistance including daily, monthly and annual mailings.
- Researches and performs queries for Town departments and the public as needed. Coordinates recordkeeping information with other Town offices to insure uniformity of information and procedures.
- Updates change of addresses and/or ownership information.
- Manages bank escrow payments and information.
- Prepares statistical and narrative reports as needed. Performs typing, filing, and related office tasks in the updating and maintenance of files and records external to automated system.
- Prepares and maintains information needed for issues and renewal of Transfer Station Stickers. Issues stickers and collects funds as directed by the Board of Selectmen. Prepares monthly statements.
- Responsible for day-to-day operating of Tax Office in the Tax Collector's absence and is cross trained in all work functions to provide office coverage.
- Performs all other tax office work as needed.
- Employees must be bondable per CT General Statutes.

Qualifications:

- Associate degree in Accounting, Business Administration or a closely related financial field and two years' experience in a tax office environment, preferred.

An affirmative action/equal opportunity employer. No discrimination due to race, color, sex, national origin, or handicap shall be practiced in employment, assignment, or transfer of employees.

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- Knowledge of accounting and bookkeeping principles and practices and office management procedures.
- Knowledge of laws and ordinances governing the town's tax collection system.
- Ability to learn and utilize specialized tax collection software.
- Ability to deal effectively with staff, other agencies, and the general public both verbally and in writing.
- Must conform to the principals of the Mission Statement of the Tax Collector's Office.
- Certification in the Certified Connecticut Municipal Collector (CCMC) program is preferred and willingness to become certified is strongly encouraged.

Skills & Ability:

Language Skills: Ability to read, analyze, and interpret financial records and legal documents. Ability to respond to common inquiries or complaints from the general public, regulatory agencies, title searchers, etc. Ability to effectively present information to top management and the general public. Skills and accuracy in typing and operation of personal system-based computer, in particular the Office 365 suite of programs and other suitable work processing programs.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure. Ability to compute, rate, ratio, and percent.

Reasoning Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical form.

Physical Demands:

Duties are performed in an office environment. Periodic attendance at outside meetings may be required to carry out duties, and to attend education sessions. Regular and periodic exposure to computer screens. Considerable standing, walking, and some light lifting of office supplies and materials. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Updated: 11/29/2023