

Job Description

Title: Tax Collector

Supervision: As an elected official the Collector answers directly to the townspeople of Monterey.

Hours/Compensation: Salary is determined at annual town meeting. Office hours are Tuesdays and Saturdays from 9:30am to 12:30pm and any additional hours as needed.

Benefits: As elected officials working less than 20 hours per week Board Members are not eligible for benefits. Elected officials are required to participate in the OBRA retirement program.

Job Environment: Typical office environment; operates computers, printers, calculators, phones and the copier. The position requires frequent contact with other Town Hall employees, State agencies and the general public.

Responsibilities:

The Tax Collector is elected for a three year term and is bonded. The collector is responsible for collecting all Real Estate, Personal Property, and Motor Vehicle Excise taxes as committed by the Board of Assessors. Additional taxes, such as Forest Products and Farm Animal taxes, may also be committed to the collector for collection. The duties and responsibilities are specified in MGL Chapter 60 and are outlined as follows:

- Working closely with the Assessor's Office, collector reconciles commitments to assessor database, corrects addresses, and updates ownership changes.
- Collector prints bills, stuffs envelopes, and mails bills. Real Estate and Personal Property taxes are mailed quarterly. Excise bills are mailed approximately eight times a year.
- Collects and processes payments through office hours, mail, or online bank.
- Deposits all monies and turns them over to the treasurer. Reconciles monies collected with the accountant.
- When taxes are outstanding, collector utilizes collection methods allowed by state law, including demands, warrants, deputy collector, and tax taking procedures.
- Processes abatements and exemptions; authorizes refunds.
- Responds to informational requests from financial institutions, lawyers, and general public.
- Provides Municipal Lien Certificates upon request.
- Submits annual report after reconciling all transactions and balances with the town accountant.

- If certified, attends continuing education classes to stay current with certification.
- Follows all Massachusetts General Laws as pertain to job and keeps current with legislative changes.

Recommended Minimum Qualifications:

Education & Experience:

Knowledge, Ability and Skill: