



Town of Sterling

Town Hall
1183 Plainfield Pike
P.O. Box 157
Oneco, Connecticut 06373-0157

Assessor: 860-564-3030
Building Official: 860-564-2275
Economic Development: 860-564-4752
Library: 860-564-2692
Recreation: 860-564-2136
Registrar of Voters: 860-564-2654

Revenue Collector: 860-564-7563
Selectmen: 860-564-2904
Town Clerk: 860-564-2657
Treasurer: 860-564-8488
Wetlands Agent: 860-564-2275
Zoning Official: 860-564-2275

Town of Sterling Revenue Collector

The Town of Sterling is accepting applications for a part-time, twenty-four (24) hours per week, (with the potential of full-time) Revenue Collector. This position will oversee and administer responsibilities of the Tax Office – supervising the billing and collection of Real Estate taxes; Motor Vehicle taxes; Motor Vehicle Supplemental taxes; Personal Property taxes; Water/Sewer assessments; and the preparation of reports of collections, etc. Applicants preferably will possess a bachelor's degree in accounting or business or the equivalent combination of education and qualifying experience in Tax Collection. Qualified candidates must have knowledge of collections, oral/written communications, business mathematics, computer skills, and the ability to work in a fast-paced environment during collection months. Prior experience demonstrating an ability to work with the public is desired. A prior knowledge of tax collection and/or partial certification with current Tax Collector Association preferred but will accept candidates with other experience as listed above.

Please send resume and three letters or recommendation to Russell M. Gray, First Selectman, PO Box 157, Oneco, CT 06373-0157 or email rgray@sterlingct.us prior to 2:00 p.m. on Wednesday, March 25, 2020.

For a detailed description of essential duties, responsibilities, and qualifications, please visit the Town's website at www.sterlingct.us Town News, Updates and Events.

The Town of Sterling is an equal opportunity employer.

TOWN OF STERLING TAX COLLECTOR

MISSION STATEMENT

The Collector's office is responsible for the collection of all assessed taxes in accordance with Connecticut General Statutes. The Office issues bills and collects taxes against real estate tax, personal property, and motor vehicles. The Tax Office's goal is to provide courteous, comprehensive service to citizens seeking information or assistance.

Effective, July 1, 2011 the Tax Office personnel will be collecting water, sewer & sewer assessment charges.

GENERAL DESCRIPTION

The Tax Collector along with the Assistant has responsibility for the collection of all current and delinquent Town taxes including utility bills i.e. sewer, water and sewer assessment. The Tax Collector and the Assistant performs routine clerical, report development, and data processing work in the billing and collections of taxes and utility bills.

ESSENTIAL FUNCTIONS

- Communicates verbally and by telephone with the general public, attorneys, banks, state and local officials.
- Receives tax & utility payments and posts them in the computer system.
- Calculates interest on past due accounts.
- Verifies tax delinquents for building permits.
- Maintains cash drawer and reconciles cash on a daily basis. Prepares bank deposits.
- Prepares tax data for the State Department of Motor Vehicles on a monthly basis.
- Prepares statistical reports to the State of Connecticut Office of Policy and Management for various types of tax exemptions on an annual basis.
- Maintains and reconciles files for adjustments, abatements, refunds and overpayments for each fiscal year for taxes.
- Provides Treasurer with monthly report of same.

- Maintains an ongoing file of bank requests for escrow accounts, codes accounts and distributes bills accordingly.
- Prepares and records liens and lien releases as needed on both taxes & utility billing.
- Prepares accounts and files requiring legal action.
- Performs other duties as required in the Tax Office.
- Monthly (except for June, July, January and February), delinquent bills are sent on back taxes. These bills are printed and sent by both the Tax Collector and Assistant Tax Collector, on an alternating basis. Included on the tax billing is a phone number and name to call if there are any questions.
- Transfers to Suspense (Motor Vehicle and Personal Property). When it becomes clear that an account will not be paid, the Tax Collector prepares a listing of items to write off as a bad debt (suspense). This listing is provided to the Board of Finance for their approval in the spring of each year. The Board of Finance shows the approval in the minutes of their meeting.
- Backups are done daily through the IT Company hired by the Town.
- Prepares copy of Grand Rate Balance Sheet to the Board of Finance monthly.
- Water Collection functions found under separate cover is considered to be part of this documentation.
- Sewer Collection functions found under separate cover is considered to be part of this documentation.
- The Tax Office has now implemented On-line payments through Point n Pay
- A lockbox has been installed in front of the Town Hall for after hour's payments to be made. The lockbox will be used by all Town Hall Departments. Lockbox will be checked on a daily basis and contents will be dispensed to appropriate departments.
- The Tax Office will facilitate action with a Collection Agency for any personal property, motor vehicle or water bills in arrears of 1-year.
- The Tax Office will facilitate action with a Tax Attorney on any real estate in arrears of either 3-years or \$ 3,000.00 by way of collection/tax sale on a bi-annual basis.
- The Tax Office will dispose of old paperwork in accordance with Connecticut General Statutes retention schedule.

QUALIFICATIONS

- Preferably bachelor's degree in accounting or business or the equivalent combination of education and qualifying, experience in Tax Collection.
- Two (2) years experience with computer administrative systems used in a Tax Collector's Office or any equivalent combination of experience and training which demonstrates the ability to perform the duties of the position.
- Knowledge of the use of Excel spreadsheets and Microsoft Word, as well as other office and accounting machines.
- Considerable knowledge of office methods, accounting and bookkeeping principles and practices.
- Ability to become knowledgeable of department procedures and Town ordinances.
- Ability to deal cooperatively, effectively and tactfully with the general public and other employees.
- Ability to perform mathematical computations accurately.
- Ability to maintain complex files and financial records and to prepare clerical and financial reports and statements from the computer.
- Ability to assume responsibility in performing assigned duties, some of which may be of a confidential nature.
- Ability to work under pressure and/or with frequent interruptions.
- Basic knowledge of Connecticut General Statutes as they relate to the operation of the Tax Collector's office.