

**TOWN OF POMFRET
POSITION OPENING
FULL-TIME TAX COLLECTOR**

The Town of Pomfret is seeking qualified applicants to fill a position opening for a full-time Tax Collector. Successful candidate will direct and administer the statutory and ordinance responsibilities of the office including but not limited to: planning, organizing, billing and collection of real estate, motor vehicle, and personal property taxes. Prepares and/or directs the preparation of reports, records, or statistical surveys as needed or required. Has an understanding of the methods and techniques of revenue collection, office procedure and public relations including all automated systems. Confers with other municipal and State officials and is knowledgeable of municipal revenue collections.

Requirements: Knowledge of accounting and bookkeeping principles and practices including various tax collection procedures and legal requirements relating to taxes and other revenue. Strong background with Microsoft Office, familiarity with software applications, tax collection software, and other office equipment. Ability to work independently with constant attention to detail content and accuracy and work effectively and courteously with officials, employees, and the general public. Successful candidate must have the ability to be bonded.

An Associate's Degree in Accounting, Business or a closely related area is required with preference given to some tax office experience. Must possess a Connecticut Municipal Collector Certification. Salary commensurate with experience. Those interested should submit resume and three letters of recommendation to: Office of the First Selectman, Town of Pomfret, 5 Haven Road, Pomfret Center, CT 06259 or fax or email to: 860-974-3950, maureen.nicholson@pomfretct.gov by October 16, 2015. EEO/AA Employer