

Town of Long Island  
Job Description  
Revised March 08, 2021

Tax Collector

This is a responsible part-time administrative and fiscal position working the collection and handling of Town funds and maintains property lot files and maintenance of tax database. Assists the Assessor/Assessors Agent under the capacity of Tax Collector. This is an appointed position in the Town of Long Island.

Employee of this class is responsible for the collection and recording of town funds. Work involves tax collection, maintaining liaison with the general public, and supervising departmental staff. Work is performed with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices. Work is reviewed through observation, verification, internal audit, and through fiscal audit. Employee is also responsible for, compiling field spreadsheet and processing new valuation numbers from the Assessor/Assessors Agent.

Essential Duties:

1. Prepares, prints and mails tax bills twice annually.
2. Supervises and is responsible for the collection of all monies for excise tax and property tax.
3. Receives and processes all tax payments by mail; records and balances all payments.
4. Prepares timely tax receipt deposits and enters amounts into database.
5. Prepares weekly reports to Bureau of Motor Vehicles - monthly report to Inland Fisheries & Wildlife.
6. Prepares and submits to State with Selectmen signatures, mandated annual "Municipal Valuation Report" - known as "MVR".
7. Orders and maintains excise and property tax related departmental supplies.
8. Prepares annual departmental budget.
9. Reconciles tax collections to General Ledger from Treasurer.
10. Assists in the collection of excise and property related taxes and fees.
11. Prepares 30-Day Lien Demand Notices and Tax Liens.
12. Processes deeds received from the Registry of Deeds and updates files and tax database.
13. Assists residents with exemption applications.
14. Liaison with taxpayers inquiring on valuation status.
15. Establish field data sheet with current valuation and building permit information.
16. Transfer Assessor/Assessors Agent valuation figures onto tax database and proof figures.
17. Prepare Tax Database for new fiscal year (transfers/merged lots/split lots/adjusted values.
18. Completes a bi-monthly report for the Board of Selectmen on excise and property tax collection.
19. Completes an annual report for the Annual Town Report.
20. Reconciles monthly Trial Balance from Treasurer.
21. Performs other duties as necessary.

Requirements of Work:

1. Working knowledge of the principles and practices of municipal accounting, municipal cash management, and use of Excel spreadsheets.
2. Thorough knowledge of the lien process, excise tax collection (laws and updates), and town properties (tax maps and lot files).
3. Considerable knowledge of modern methods of receiving large amounts of money.

4. Ability to plan, organize, as well as to supervise.
5. Ability to prepare regular reports.
6. Ability to deal courteously with the public and establish and maintain effective work relationships with other employees.
7. Ability to perform standard arithmetic computations.

**Training and Experience Required:**

High school graduate, or equivalent, plus experience in the collection and management of monies; knowledge of the laws pertaining to property and excise taxes; or any equivalent combination of training and experience.

**Please forward letters of interest and resume to townadmin @longislandmaine.org.**