

**CITY OF EAST PROVIDENCE  
EMPLOYMENT OPPORTUNITY**



**TAX COLLECTOR  
EPPMTEA UNION AFFILIATION  
(Pay Grade 41) \$65,735- \$78,189**

**Job Description:** The Tax Collector of the City of East Providence is a professional position under the general supervision of the Director of Finance. The Tax Collector exercises administrative supervision over the Treasury Division of the Finance Department. Professional responsibilities include the billing and collection of all monies due the City or agencies of the City, and the deposition of all funds received in such banks, institutions, or vehicles as may be designated by Director of Finance. The Tax Collector provides leadership to the employees of the Treasury Division, and ensures all work is performed in accordance with all federal, state and local laws, rules and regulations.

**General Responsibilities:**

- Supervises a staff engaged in the collection of all property taxes, real and personal, tangible and excise taxes, water bills, sewer assessments, licenses, permit fees, and all other money due the City or any agency of the City.
- Deposits all funds received; and the payment of money of authorized bills.
- Plans work for, instructs and supervises the office staff in preparing varied reports, records and summaries of monies, trust, capital, and special funds, and other accounts under the custody of the Director.
- Prepares periodic and special financial reports and statements.
- Assists in the preparation of budgets and administration of municipal pension and retirement system.
- Assists in the collection of delinquent accounts (taxes, receivables, grants, water bills, etc.).
- Supervises and conducts annual tax sales process.
- Prepares and administers division budget.
- Completes other assignments as needed to efficiently operate the Office of the Treasury Division.

**Desirable Abilities, Knowledge and Skills:** The Tax Collector possesses the ability to:

- Plan and administer a large revenue collection and disbursement system.

- Establish and maintain cooperative relations with the public, employees and official of other departments.
- Perform difficult and challenging clerical work and to make responsible judgements without review.
- Apply knowledge and skill in the application of modern collection practices and procedures, accounting principles involved in the establishment and operation of accounts receivable controls, and the fiscal operation of a municipal government.
- Interpret Rhode Island Tax Laws, accounting and bookkeeping procedures and, when necessary, to initiate more effective procedures.
- Analyze and interpret fiscal and accounting records and to prepare fiscal statements from such records.
- Interact with general public to address inquiries and resolve complaints.

### **Minimum Qualifications:**

Graduation from an accredited four year college or university with major course work in accounting or financial management or at least five years' experience in accounting, or finance administration in a responsible administration capacity involving supervision in a large governmental or private operation, or any equivalent combination of training and experience which provides the desired knowledges, skills and abilities.

### **EXAMINATION WEIGHT**

Oral 100 %

Please apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US)



***Application and resume must be submitted no later than Tuesday, August 8, 2023, by 4:00 p.m.***

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Posted 07/25/2023