

Town of St. Armand
Job Description
Town Tax Collector

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are NOT intended to reflect all duties performed within the job.

Distinguishing Features of the Class:

The St. Armand Tax Collector is an elected public officer, to whom real estate, excise and personal property taxes, together with betterments & assessments and certain other charges added to and committed as taxes are collected.

Typical Work Activities: (Illustrative only)

- Responsible for the collection, processing, record-keeping and enforcement of all municipal taxes as set forth by the Assessors
- Develops, implements and monitors a system of internal controls to insure accurate record keeping of each individual accounts receivable record
- Pays to the Town Supervisor or Essex County, in accordance with the Tax Warrant, all monies received for taxes and interest due with an account of all charges and fees collected
- Reconciles all receivables daily, deposits made within 24 hours, daily stamping of the permanent record book, monthly reports and maintains records for submission to auditors for annual examinations
- Maintains close working relationships with other departments regarding the sending of tax bills, exemptions and deferred taxes
- Prepares and submits Budget requests to the Town Accountant in September of each year
- Attends workshops, trainings, meetings for professional development and to keep apprised of changes to the collection of Tax Law, as required for the position by New York State
- Works under the direction of the Town Supervisor, but functions independently referring to specific problems with the Town Board when clarification or interpretation of town policy or procedure is required
- The Tax Collector is required to hold office hours three days per week in the month of January.
- Works with the Town Clerk for ordering of supplies, postage, etc.
- Inform the Board of all potential conflicts of interest relating to the general purposes and activities of the Town and to specific issues before the Board

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- Ongoing contact with the public, town departments, vendors, financial institutions and government agencies; responds to inquiries from the public and communicates with consultants, residents and public officials by telephone, in person and in writing
- Access to town-wide confidential information, including legal proceedings – must keep this information confidential
- Errors could result in monetary loss, delay or loss of service, damage to equipment or buildings and legal repercussions.

Full performance, knowledge, skills, abilities and personal characteristics:

Work is performed under typical office conditions, work is subject to seasonal fluctuations, operates standard office equipment, has a strong work ethic and is honest and true in record keeping and tax collection functions, knowledge of applicable state and federal laws, knowledge and experience with computer word-processing and spreadsheet programs, ability to perform various accounting functions accurately recording, balancing of and reporting on all accounts. Ability to work independently and with town residents. Physical condition commensurate with the duties of the position.

Minimum Qualifications:

As required by NY State and Federal Laws as an Elected Official

Must possess the ability to be a Bonded employee per the Town's insurance requirements

Additionally:

This position is considered part-time, year round, approximately 250 hours per year.

Historically, the Town Tax Collector is paid during payrolls 1 – 10, 24, 25 and 26. (This can be amended).

Historically, the Town Tax Collector works as follows (this can be amended):

November - begins the tax collection process, the Tax Collector files documents for the current year and prepares the tax files for the upcoming year and orders needed supplies, including postage.

December - the Tax Collector collects escrow information and collects the taxes from Essex County, preps the tax bills for mailing and stuffs the tax bills into envelopes - the tax bills are mailed out by December 28th each year.

January - The Tax Collector works hours in addition to the office hours, and is required to hold office hours three days per week in the month of January, this is required to give residents the opportunity to speak with the Tax Collector, pay their taxes and ask questions. Historically in St. Armand, the Tax Collector holds office

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hours during the month of January on Tuesday and Wednesday 4 pm to 6 pm and Saturday 9 am to 12 pm, submit collection report to the Town Supervisor by the second Monday of the month.

February - office hours from Wednesday 4 pm to 6 pm. The Tax Collector works hours in addition to Office Hours, submit collection report to the Town Supervisor by the second Monday of the month.

March- office hours from Wednesday 4 pm to 6 pm. The Tax Collector works hours in addition to Office Hours, submit collection report to the Town Supervisor by the second Monday of the month.

April - office hours from Wednesday 4 pm to 6 pm. The Tax Collector works hours in addition to Office Hours, submit collection report to the Town Supervisor by the second Monday of the month.

May – turn in books to Essex County, final reconciliation of account monies owed to the Essex County Treasurer, submit final report and payment of interest to the Town Supervisor.

June, July, August, September, October – stop by the Town Hall to check the Tax Collector phone messages and mail on or about the 1st and 15th each month.

- Submits monthly reports to the Town Board during the months the office is collecting taxes
- Submits all required documents to Essex County
- Responsible for all accounting and record keeping of Taxes for the Town of St. Armand