



EMPLOYMENT OPPORTUNITY – PART-TIME TAX COLLECTOR

The South Fire District is accepting applications for a part-time Tax Collector position.

General Statement of Responsibilities

The Tax Collector is a highly responsible position involving the collecting and recording of municipal taxes and other revenues, balancing, reconciling collections, and associated administrative and clerical tasks. The work requires the employee have competent knowledge, skill, and appropriate ability in every phase of tax and revenue procedures. This is a part-time union position (25 hours per week) with additional hours during collection seasons.

Experience and Training Requirements

- State of Connecticut as a Certified Connecticut Municipal Collector (CCMC) preferred.
- Associate degree with major work in accounting or business administration, courses or seminars on collection practices, and a minimum of two (2) years' experience in tax collecting or any equivalent combination of education, training, and experience which provides a demonstrated ability to perform the duties of the position.
- QDS experience preferred.
- Licensure and Certification.
- Must be bondable.

Wages and Benefits

Union Contract/UPSEU 3919	401 Defined Contribution Pension
Starting Salary - \$26-\$36 per hour	Social Security
Paid Time Off	Short- and Long-Term Disability
Paid Holidays	Life Insurance
Flexible Work Schedule (to be negotiated)	Employee Assistance Program

Applications are available at www.southfiredistrict.com and can be submitted by mail to Chief Michael Howley, 445 Randolph Road, Middletown, CT 06457 or by email to sfdadmin@southfiredistrict.com. Applications must be received no later than **May 7, 2021 at 4:00 pm**.

The South Fire District is an Equal Opportunity Employer and does not discriminate based on race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, veteran status, military obligations, disability, or marital status in any of its activities or operations. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

South Fire District | 445 Randolph Road | Middletown, CT 06457 | 860-347-6661