



CITY OF PERTH AMBOY

Job Posting

TITLE:	Assistant Municipal Tax Collector
SALARY:	\$64,151 Minimum Salary
DEPARTMENT:	Tax Collection
DATE POSTED:	December 20, 2021
DEADLINE:	December 30, 2021

The City of Perth Amboy is looking for individuals to fill a full time position of Assistant Tax Collector within the Tax Collection Department.

Job Description: Assist the Tax Collector in all statutory requirements along with all phases of tax collections including annual tax billing, delinquent notices, cashiering, proficient with working with senior and veteran deductions, property tax reimbursement applications, lien redemptions, adjustments for tax appeals, monthly reporting, calculations of PILOT, Edmunds requisitioning, and any other related tax office duties. Must be detail oriented, thorough, and strong customer service skills. Applicant must be knowledgeable in Edmunds System, Microsoft, Outlook, Word and Excel. Applicant must be flexible to meet the needs of the scheduling in the department.

Requirements: Knowledge of principles and practices of bookkeeping and their application to the tax collector's office. Graduation from an accredited college or university with a Bachelor's degree. Three (3) years of experience in the receipt, disbursement, deposit, custody, or other clerical processing of cash items. Knowledge of Water/Sewer Billing and Collection in Edmunds. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

This position is open to all residents of the City of Perth Amboy who meet the eligibility requirements.

Please submit a cover letter, resume and application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or fax to (732) 826-1160 by **December 30th, 2021**.

Equal Employment Opportunity Employer