



# CITY OF PERTH AMBOY

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## Job Posting

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<b>TITLE:</b>	<b>Assistant Municipal Tax Collector</b>
<b>SALARY:</b>	<b>\$65,113 - \$86,817</b>
<b>DEPARTMENT:</b>	<b>Tax Collection</b>
<b>DATE POSTED:</b>	<b>February 14, 2022</b>
<b>DEADLINE:</b>	<b>February 25, 2022</b>

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The City of Perth Amboy is looking for an individual to fill a full time position of Assistant Tax Collector within the Tax Collection Department. The current Tax Collector will be retiring at the end of 2022.

**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 in 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 office duties. Must be detail oriented, possess strong customer service and oral and written communication skills, with supervisory experience. Applicant must be knowledgeable in Edmunds System, Microsoft, Outlook, Word and Excel. Applicant must be flexible with scheduling to meet the needs of the department.

**Requirements:** Strong knowledge of all 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. Experience of Water/Sewer Billing and Collection in Edmunds a plus. 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 email to [employment@perthamboynj.org](mailto:employment@perthamboynj.org) by **February 25<sup>th</sup>, 2022**.

*Equal Employment Opportunity Employer*