



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING

POSITION TITLE:	ASSISTANT TO THE TAX COLLECTOR
POSTING DATE:	10/22/2024
CLOSING DATE:	11/20/2024 @ 5:00 pm (Eastern)
JOB TYPE:	Full-Time
REPORTS TO:	Tax Collector
UNION:	Non-Union
SALARY GRADE/RANGE:	F, Minimum \$36,719.62/ Maximum \$57,485.46

Under the direction of the Tax Collector assists with various activities of the office in accordance with state and local laws, rules, regulations, and policies. Interact with residents and assist with requests for information; and perform other related work as follows:

- Collect and provide receipts for tax, sewer, assessment and connection fees
- Assist with Senior Citizens' and Veterans' deduction.
- Reconcile deposits accurately.
- Input daily records into computer accurately.
- Handle telephone and written inquiries concerning tax, sewer, assessment and connection fee billings.
- Interface with Assessor's Office and Finance Office as needed.
- Acquire a general knowledge of tax and sewer billing process, assessment and connection fee billing and payment schedules, and how to read a tax duplicate.
- Type requisitions and vouchers.
- Other duties as assigned by the Tax Collector.

MINIMUM REQUIREMENTS

- High School Diploma required, experience in a municipal tax collector's office preferred.
- Aptitude for and experience in bookkeeping preferred
- Experience in municipal government preferred
- Strong Customer Service skills and ability to effectively communicate with the public
- Must be computer literate with knowledge and understanding of computer operations and data processing. Must be familiar with spreadsheet design and development and word processing
- Certified Tax Collector license preferred, or willingness to obtain Tax Collector license within a reasonable timeframe at Township's expense, commensurate with class offerings

SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
- **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.

HOW TO APPLY

To apply, submit a resume and completed and signed employment application to personnel@bridgewaternj.gov, no later than **5:00 pm on November 20, 2024**. Please put "Assistant to the Tax Collector- Full-Time" in the subject line of the email. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable_Bridgewater-Township-Employee-Application_2023.pdf

AN EQUAL OPPORTUNITY EMPLOYER