**Tax Collector/Administrative Assistant**

**Job Description**

**Definition**

Working under the supervision of the Board, the part time Tax Collector/Administrative Assistant oversees all office procedures and other tasks as assigned by the Board.

**Brief Description**

The position of Tax Collector/Administrative Assistant consists of being responsible for providing administrative and clerical services in order to ensure effective and efficient operations.

**Duties and Responsibilities:**

* Answer telephone and transfer to appropriate staff member, take messages or answer general queries by water and/or tax customers.
* Maintain confidentiality in all aspects of customers, staff and District information.
* Interact with customers, vendors and visitors.
* Maintain office calendar to coordinate work flow and meetings.
* File and organize documents, records and reports for easy retrieval for yearly mandated Audit.
* Open, sort and distribute incoming mail, including deliveries from UPS and FedEx.
* Monitor and assist with maintenance of the District’s website.
* Prepare agendas, conduct research, compile data and prepare communications for consideration and presentation to the Board. Post agendas to the state website, District website and throughout the District.
* Prepare packets of communications to be considered for the monthly meetings and deliver to the Board Members.
* Prepare minutes to be approved by Secretary of the Board and post to the state website after minutes are drafted and approved.
* Enter bills into accounting software to be approved for payment at the monthly meeting. Transfer money to cover the bills, payroll and any loans that may come due. Inform Board of any transfers made. Mail all approved bills.
* File all bills approved for each month and maintain in order for Annual Audit.
* Maintain office equipment and have serviced on a regular basis.
* Order office supplies and monitor inventory.
* Order stamped envelopes for tax bills and delinquent notices.
* Maintain and update billing software with new owners for fire taxes.
* Enter new valuations received from the Town into the billing software for fire district taxes. Print out bills and mail by September 1 of each year. Print all corresponding reports from billing software and enter into accounting software.
* Receive and enter tax payments via mail, in person, over the phone with credit cards, recurring payments through ACH or made to the billing software by the customers. Print out all corresponding reports from billing software and enter into accounting software.
* **\*\*\*Make sure online bill pay and Credit Card are PCI Compliance\*\*\***
* **Prepare deposits for fire taxes and invoice payments and enter into accounting software.**
* Monitor unpaid bills and send notices, with penalties, to customers.
* Prepare tax sale list for unpaid taxes and send to tax sale attorney.
* Create and mail invoices in accounting software for plan review fees and general monthly and/or quarterly invoices.
* Review time cards for payroll and enter into Paychex and enter into accounting software.
* Keep track of Personal Time Off for each employee.
* Calculate yearly pay increases and enter into Paychex and Retirement.
* Enter data weekly into the Employees’ Retirement System of Rhode Island. Print out reports, enter data into accounting software and pay at the end of each month.