



Employee Job Description

Job Title	Deputy Tax Collector
Department	Finance
Grade Level	06
FLSA Status	Non-Exempt
Union Status	Non-Union
Employment Status	Full Time Permanent
Last Updated	July 1, 2026

GENERAL PURPOSE:

Provides Customer Service in the Tax Collector/ Treasurer's Office, and handles tax billing, accounts receivable, motor vehicle registrations, IF&W registrations.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director

SUPERVISION EXERCISED:

Assists with questions from Treasurer Account Clerks in the collection and recording of tax receipts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides timely and courteous customer service to the general public for all accounts receivable and landfill billing for the City, tax collections, parking tickets, etc.
- Receives, records, and balances all payments for real estate, excise, and personal property taxes made at the counter or by mail. Provides information to citizens, real estate agents, title companies, law offices, and others on property taxes.
- Processes payments and issuing receipts for current and delinquent property taxes and maintaining computer records. Assesses and collects interest on overdue taxes. Maintains and updates mortgage information.
- Calculates excise taxes due on motor vehicles, watercraft, mobile homes, and camper trailers. Prepares weekly reconciliation of motor vehicle transactions/ inventory.
- Processes tax adjustments including but not limited to crediting abatements and billing supplemental taxes.
- Download Rapid Renewal and IFW online registrations weekly and record into TRIO Monthly download preprints from the state, apply automatic tax payments into TRIO, upload motor vehicle data
- Prepares, processes, and records all tax and sewer liens and discharges in accordance with State regulations.

- Prepares daily cash deposit.
- Overseeing other staff in collecting and recording real estate, excise, and personal property taxes.
- Prepares and records data for landfill and miscellaneous accounts including billing, late notices, posting of daily receipts, and balances all control accounts to the general ledger; responsible for setting up new accounts and final billings.
- Provides general clerical duties such as filing, answer phones, general correspondence, clarification of landfill and other accounts receivable items, conversing with banks and attorneys regarding tax information, etc.
- Prepares reports. Assists in the preparation of daily, weekly and monthly reports to Finance department; for landfill, and miscellaneous accounts.
- Maintaining membership in applicable peer organizations. Attending training sessions to keep abreast of legislative and procedural changes. Obtain/ maintain tax collector certification.
- Provides back-up to other related positions. Cross trains to learn and teach all treasurers' duties. Maintains documentation on job duties.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from high school or equivalent GED; courses in computer skills, typing, adding machine operation, and accounts receivable are desirable;
- Four (4) years of municipal treasurer/ tax collector at a Maine municipality. Two (2) years supervisory experience.
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- In-depth knowledge of tax collection/motor vehicle registration, lien process and TRIO software
- Working knowledge of office procedures and computerized financial applications; some knowledge of public bookkeeping
- Skill in operating personal computer, working knowledge of Microsoft Office
- Ability to maintain efficient and effective financial systems and procedures, and accurately account for city funds
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with colleagues, officials, and the public
- Skill in operation of personal computer and Microsoft Office

PHYSICAL REQUIREMENTS

This job primarily works at a computer in an office. While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds, for a distance of six feet. Specific vision abilities required by this job include close vision and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement and is subject to change.
The City of Bath is an Equal Opportunity Employer