

CERTIFIED TAX COLLECTOR – BOROUGH OF MATAWAN

The current Tax Collector is retiring. As such, the Borough is seeking a full or part time Tax Collector with knowledge in all aspects of the Tax Collection functions such as billing, collections, liens and redemptions, reconciling cash receipts, refunding overpayments, tax court judgements and all other related duties. The Borough is a highly desirable residential community with a steadily growing population and tax base. This position requires certification from the State of NJ as a Certified Tax Collector (CTC) and relevant experience in the management of municipal finances. Applicants must have strong customer service, management, math and analytical skills with a friendly and professional demeanor. The Borough holds an annual electronic Tax Sale, including charges from the Water and Sewer Utilities. With a change in financial leadership, the Borough will be looking for a Tax Collector who can evaluate all aspects of current financial operations and provide advice on recommended changes, improvements, reorganization, etc. Must have experience in Local Government and Edmunds Software. Compensation is negotiable and based on experience and qualifications. Interested candidates must submit a Resume, Cover Letter, References, Salary History and Salary Requirements via email only, which will be accepted until April 7, 2021, to: scott.carew@matawanborough.com, marked to the attention of Scott Carew, Borough Administrator. The Borough reserves the right to conduct interviews prior to April 7, 2021 as qualified candidates are identified. All Application materials are deemed confidential to the extent permitted by applicable law. Applicants are welcome to include a narrative within their Cover Letter summarizing their experience and describing why they are uniquely qualified for this position. The Borough of Matawan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.