

The City of Keene is seeking an enthusiastic and organized professional to join our Revenue Collection team as the **Revenue Collector**! If you enjoy working with the public, have some experience in a supervisory role and are looking to join a great group of professionals, then this is the job for you!

Responsibilities include, but are not limited to:

- Responsible for the operation and administration of the City's Revenue Collection division! This includes supervision of the Deputy Revenue Collector and Account Clerks.
- Understand and interpret tax law and licensing regulations, especially as they relate to City government.
- Bill, collect and keep records of all property taxes, tax liens and deeds, and water and sewer receivables. Collect other amounts due, including fees, charges, fines, forfeits and licenses, as directed. Also, process motor vehicle registration related transactions.
- Work together with other City staff and customers seeking solutions to resolve delinquent accounts within the parameters of ordinance and state law.
- Process all online and other forms of electronic payment, ensure all payments are recorded in the financial system and ensure daily work is interfaced with fund accounting system.

Requirements include:

- Bachelor's degree, or 3-5 years related experience and/or training related to accounting or finance, experience in cash management, receipting, invoicing and reconciliation processes and at least 2 years of experience in a supervisory role; or equivalent combination of education and experience. Knowledge of state and local laws and regulations is desired!
- Ability to attain Municipal Agent Certification within 3 months of employment and the New Hampshire Tax Collector's Certification within 4 years of hire.
- Ability to present information effectively in one-on-one and small group situations to customers, clients or other employees of the organization!

Salary and Benefits include:

- This position offers a salary range of **\$67,640- \$84,293** annualized.

Are you used to spending a considerable amount of money on insurance? YOU WON'T HERE! The City of Keene offers low-deductible/low-cost health insurance, low-cost dental insurance and other benefits such as life, disability, defined benefit retirement, paid time off including vacation days, personal days and sick days and more!

Our Community:

Come to [Keene](#) and settle in! Our community leads based on its values including environmental sustainability, health, wellness, and locally-sourced food and products. We are the hub of environment, business, industry, culture, higher education and recreation for the Monadnock Region and have been voted #7 in “America’s Ten Fittest Small Towns”, by *The Active Times*. Residents and visitors enjoy Keene’s walkable historic downtown, 27 miles of trails, and 16 City parks and our daytime population is nearly double with regional residents entering Keene to work, shop, eat, play and learn!

Apply today! Please upload your resume and a cover letter before submitting your completed application. **First review of applications on Monday, April 25, 2022.**

To apply: <https://KeeneNH.gov/jobs>.

Job Description: [Revenue Collector](#)

THE CITY OF KEENE IS AN EQUAL OPPORTUNITY EMPLOYER.