



# THE TOWNSHIP OF BRIDGEWATER

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

## JOB POSTING

<b>POSITION:</b>	DEPUTY TAX COLLECTOR
<b>POSTING DATE:</b>	1/11/23
<b>CLOSING DATE:</b>	2/13/2023 @ 5:00 pm (Eastern)
<b>JOB TYPE:</b>	Full-Time
<b>REPORTS TO:</b>	Tax Collector
<b>UNION AFFILIATION:</b>	None
<b>SALARY GRADE &amp; RANGE:</b>	L– Minimum Salary \$51,665.93/ Maximum Salary \$85,700.28

Under the direction of the Tax Collector, on a regular and recurring basis, plans, organizes, manages and coordinates 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 normally provided by the Tax Collector in his absence; and perform other related work as required.

### Examples of Duties and Responsibilities:

- Collect and provide receipts for tax, sewer, assessment and connection fees
- Process Senior Citizens' and Veterans' deduction
- Reconcile deposits accurately
- Input daily batches into computer accurately
- Handle telephone and written inquiries concerning tax, sewer, assessment and connection fee billings
- Interface with Assessor's Office and Finance Office
- Oversee the tax and sewer billing process, assessment and connection fee billing and payment schedules, and address tax duplicate issues
- Supervise office staff
- Other duties as required.

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## MINIMUM REQUIREMENTS

### Experience:

- Two (2) years experience in a Tax Collector's office preferred
- Possess a Certified Tax Collector License
- **Substitution:** Applicants who do not possess the required experience may substitute experience or working knowledge of municipal government in the areas of Tax Assessor, Finance or Code Enforcement on a year-for-year basis.

### Knowledge, Skills and Abilities:

Familiarity with computer systems such as Government Tax Collection System (GTCS) and municipal budgeting preferred; knowledge in the use of programs such as: Microsoft Excel, Word & Outlook and Spatial Data Logic; excellent verbal and written communication skills are required to deal effectively and tactfully with residents and with staff, demonstrated research problem solving and organizational skills; and must possess the ability to gather and manipulate data from various resources for report preparation.

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## 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.

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## HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at [https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application\\_2019.11.20.pdf](https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf).

To apply, submit a resume and fully completed and signed employment application to [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov), no later than 5:00 pm on 2/13/2023. Please put "DEPUTY TAX COLLECTOR" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER