



BONNET SHORES FIRE DISTRICT

Narragansett, Rhode Island 02882

Established 1932

Tax Collector Roles & Responsibilities

Job Description: Tax Collector

Position: Tax Collector Department: Finance/Revenue Department

Job Summary: The Tax Collector is responsible for efficiently managing the collection and processing of taxes, ensuring accurate financial records, and providing outstanding customer service to taxpayers. This position involves a combination of data entry, financial reconciliation, communication, and collaboration with various stakeholders.

This is an elected or appointed position by the Bonnet Shores Fire District Council. The term is one year. The majority of working hours are between September and January.

Key Responsibilities:

1. Tax Collection: Collect property taxes from individuals and businesses in a timely and professional manner.
2. Data Entry: Accurately enter tax-related data into the designated systems and maintain up-to-date records of taxpayers, payments, and relevant financial information.
3. Microsoft Excel Documents: Utilize Microsoft Excel and other relevant software to create and manage spreadsheets, reports, and financial summaries.
4. Reconciliation: Perform regular reconciliations to ensure that collected taxes align with financial records and identify and resolve any discrepancies.
5. Emailing: Communicate with taxpayers through email, responding to inquiries, providing tax-related information, and issuing necessary documentation.
6. Working with Attorneys on Closings: Collaborate with attorneys and legal representatives during property closings to ensure all tax-related obligations are met.
7. Returning Phone Calls: Respond promptly to phone calls from taxpayers, addressing their questions, concerns and assisting as needed.

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8. Monthly Meeting Updates: Prepare and present monthly updates during departmental meetings, sharing progress, challenges, and strategies for improving tax collection processes.
9. Compliance: Stay informed about relevant tax laws, regulations, and changes in tax policies to ensure accurate and compliant tax collection procedures.
10. Customer Service: Provide exceptional customer service, fostering positive relationships with taxpayers and resolving issues or complaints professionally and efficiently.
11. Records Maintenance: Safeguard and maintain confidential taxpayer information and tax-related documents in accordance with the established protocols and privacy laws.
12. Reporting: Generate regular reports on tax collection performance, revenue trends, and outstanding tax liabilities for review by management and other stakeholders.

Qualifications and Skills:

- High school diploma or equivalent; a bachelor's degree in finance, accounting, or a related field is preferred.
- Proven experience in tax collection, accounting, or a similar financial role.
- Proficiency in Microsoft Excel and other relevant software for data entry, analysis, and reporting.
- Strong attention to detail and accuracy in handling financial records.
- Excellent communication skills for effective interaction with taxpayers, attorneys, and other team members.
- Ability to handle multiple tasks efficiently, prioritize workload, and meet deadlines.
- Familiarity with tax regulations, laws, and compliance procedures.
- Strong problem-solving skills and ability to resolve conflicts with tact and diplomacy.
- Demonstrated organizational skills for maintaining accurate and up-to-date records.

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Note: The above job description is a general outline of the Tax Collector's responsibilities and duties and may be subject to modifications based on the specific requirements of the organization.

Prepared by: John Chereskin, Tax Collector
May 10, 2024

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