

# Tax Collector

## Introduction

The City of Jersey City, the second largest and most diverse city in the State of New Jersey, is accepting applications for a new Tax Collector, with a need to immediately fill an impending vacancy with a qualified applicant. With a thriving economy, a booming real estate market and an impressive portfolio of recreational and cultural venues, the City offers incredible lifestyle and also, career opportunities. Jersey City is committed to creating a fiscally well-managed City and in that vein, requires a Tax Collector who is results and data-driven, customer service-oriented and dedicated to Jersey City becoming “the best mid-sized City in the country.”

## Job Description

Reporting to the Business Administrator, this position is responsible for the oversight of the bookkeeping, calculation, and accounting functions to comply with all state law and municipal directives in the collection of personal and property taxes including the proper calculation, preparation, and mailing of tax bills, the receipt and detailed accounting of all monies and/or checks received, the timely and accurate accounting and reporting of the activities of the office as required by state law and municipal directive, and assisting in the administration of procedures for the enforcement of timely payment of all due taxes and enforcement of tax liens. In addition, the candidate should have extensive knowledge of the long term tax exemption law, N.J.S.A. 40A:20-1, et seq.

The ideal candidate will have five (5) to seven (7) years of municipal tax collection experience, extensive knowledge of New Jersey state law relating to municipal tax collection, and associative general laws relating to municipal taxes and charges, and the ability to perform various accounting functions such as balancing, recording, and reporting over a broad range of accounts and funds. They must also be able to deal in an effective, responsive and courteous manner with members of the general public on a daily basis. They must also have demonstrated experience in establishing and maintaining effective working relationships with department heads, staff, and elected or appointed officials.

With direct oversight of 10-12 employees, the ideal applicant will be experienced in establishing goals and objectives for a department, providing leadership and effective communication to plan, manage, organize and supervise employees for the accomplishment of department objectives and City-wide goals; and providing training, daily direction and counseling to staff as required

This is an unclassified Civil Service position . [For more information, click here.](#)

New Jersey residency required. Jersey City residency preferred. \*Possession of a current, valid Certified Municipal Tax Collector's Certificate issued by the New Jersey Department of Community Affairs is required. \*\* Applicants for this position must be bondable by the State of New Jersey.

### **Compensation**

Competitive salary based on qualifications and experience. Standard Jersey City health and retirement benefits package included.

### **Equal Opportunity Employer**

The City of Jersey City is an "Equal Employment Opportunity" Employer. It expressly prohibits any form of discrimination, including unlawful and prohibited harassment, based upon race, creed, color, natural origin, ancestry, sex or gender identity, or a typical hereditary cellular or blood trail, religion, age, handicap, or disability (to the extent covered by New Jersey or federal statutes), marital status, sexual orientation, genetic test to the City, political activities or political affiliations, except provided by law, or any other status or condition protected by applicable law (collectively referred to as "Protected Characteristics"), including but not limited to the New Jersey Law Against Discrimination (N.J.S.A. 10:5-1, et seq.), as well as in Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Age Discrimination in Employment Act, the Americans with Disabilities Act (as amended), and the New Jersey Civil Service Act.

### **How to Apply**

Interested applicants should fill out our [Employment Application Form](#).