P/T Certified Tax Collector- Mansfield Township, Warren County

Seeking a Part-time Certified Tax Collector (CTC) for an unexpired term. Approximately 3,200 line items within the Township. Candidate should be proficient in Edmunds and Excel. Possession of a NJ Certified Tax Collector License is required. The Township is not responsible for utilities or special tax districts. Duties include printing and mailing of property tax bills, processing receipts for taxes, balancing and reconciling accounts, mortgage company bank code changes, reporting of all activities of the office in line with state and municipal statutes, lien calculations, and redemptions, and managing annual tax sale. Must be knowledgeable in all functions of a tax office, attentive to detail, and must have excellent customer service etiquette. Salary commensurate with experience and qualifications. Interested applicants should email a cover letter and resume to clerk@mansfieldtownship-nj.gov by April 30, 2024. Mansfield Township is an Equal Opportunity Employer.