



City of Auburn, Maine

60 Court Street | Auburn, Maine 04210
207.333.6601 | www.auburnmaine.gov

City of Auburn Tax Manager

The City of Auburn is seeking to fill the position of Tax Manager. The Tax Manager is a pivotal role within the city, collecting over \$54 million in revenues annually. Duties include oversight of the tax collection functions; prepare, discharge, and record tax liens; provide information to citizens, banks and real estate agents on property taxes; work with taxpayers on a payment plan for past due taxes; coordinate with City Assessor on supplemental taxes and abatements; support the City Clerk and the front line counter staff on tax related questions; and work on the front line counter to cover absences of other staff. Candidates must be highly organized, and understand account collections and have excellent knowledge of accounting, municipal property and motor vehicle tax laws, with at least 5 years experience as a Tax Clerk or Tax Collector. The ideal candidate will be flexible, customer service driven, passionate about their work and ready to dive into a fast-paced dynamic environment.

Persons with municipal, DMV, or front facing customer service banking experience are encouraged to apply. Experience with computers and Microsoft Office is required. The salary range for this position is \$49,462 to \$68,331, and is commensurate with experience.

The City of Auburn offers outstanding health insurance coverage, life insurance, dental, vision, retirement options including MainePers, Public Student Loan Forgiveness and other supplemental benefits including training and educational opportunities to provide potential advancement into leadership opportunities.

Interested parties should submit cover letter and resume to Christine Mumau, Human Resources at cmumau@auburnmaine.gov or mail to 60 Court Street, Auburn, Maine 04210. Deadline for submission is July 8th, 2024.

The City of Auburn values diversity and inclusivity and is an Equal Employment opportunity employer with a strong commitment to veterans.