



City of Auburn, Maine

Human Resources

60 Court Street | Auburn, Maine 04210
207.333.6601 ext 1416 or 1414

**City of Auburn
Tax Manager/ Deputy Tax Collector**

The City of Auburn is seeking a highly motivated, energetic, and personable candidate for a full-time position in its tax collection office. This position provides direct services to the public, and performs administrative functions in the collection, recording, and reconciliation of funds. The incumbent is responsible for the administration of Motor Vehicle and Inland Fisheries & Wildlife registration programs. This employee also performs a variety of activities relating to the collection of taxes and other municipal revenues. Work is performed under the general direction of the Deputy Finance Director/Tax Collector although considerable independence is exercised in following established procedures and routines.

Graduation from high school or equivalent is required, with additional courses in bookkeeping, accounting or related subjects preferred. Experience in cash collections, record maintenance, and public contact is desirable, or any equivalent combination of training and experience which permits the effective performance of all job responsibilities. Candidates must be able to work independently, have a high attention to detail, have proven customer service and interpersonal skills and enjoy working with the public in a fast-paced office environment. This is an hourly, full-time non-exempt position. The range of pay is \$45,448 to \$55,000 per year.

The City of Auburn supports employees with a valuable compensation package which includes excellent health insurance, dental, vision, life insurance for both employee and spouse, retirement which includes a 401 or Maine Public Employee's pension plan, vacation and sick time, wellness benefits, pet insurance and more...

Interested candidates may submit a resume with cover letter and three references to Christine Mumau, Human Resources, 60 Court Street, Auburn, Maine 04210 or to cmumau@auburnmaine.gov. Applications may also be printed from the City of Auburn website – www.auburnmaine.gov. Application review will begin immediately and continue until a suitable candidate is found, so we urge you to apply at your earliest convenience.

The City of Auburn is an Equal Opportunity Employer.