



# TOWNSHIP OF BLOOMFIELD

*New Jersey*

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1 Municipal Plaza • Bloomfield, New Jersey 07003

[www.bloomfieldtwpnj.com](http://www.bloomfieldtwpnj.com)

## **POSITION: TAX COLLECTOR F/T**

**Department:** Finance

**Brief Description:**

Performs the work involved in billing/collecting of both property taxes and water payments for approximately 13,000 line items. Responsible to supervise office staff in the Tax and Water Division. Other duties include, but not limited to: tax sales, lien redemptions, quarterly delinquent notices, tax appeals, and replying to OPRA requests.

**Qualifications:**

Applicant must hold a NJ State Certification issued by DCA with 3-5 years of experience. Thorough knowledge of municipal tax collection statutory laws and practices required. Professional and courteous customer service skills is a must. College degree preferred. Experience with Edmunds tax and water software required.

**Salary:** Salary is commensurate with experience.

**How to Apply:**

Please send cover letter, resume and references to Kimberly Duva, Personnel Director, [kduva@bloomfieldtwpnj.com](mailto:kduva@bloomfieldtwpnj.com)

**Closing Date:** August 1, 2020

\*Bloomfield Township is an Equal Opportunity Employer\*

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