TAX & UTILITY COLLECTOR – Mountain Lakes, Morris County (Full-Time).  Candidate must possess a valid CTC Certificate issued by the NJ Dept. of Community Affairs, with a preferred minimum of 3-5 years’ experience.

Duties include, but not limited to, all statutory requirements of billing, collection, enforcement, and reporting for both tax and utilities.  Additional duties include tax judgments, overpayments, and the annual tax sale as well as assisting residents with inquiries in addition to various ad-hoc responsibilities.  Must also consult with Chief Financial officer and Municipal Auditor to maintain accounting and reporting procedures and all other tax and water billing related functions. The Borough has approximately 1500 line items with a tax levy of approximately $36 million.

Candidate must be detail-oriented with excellent organizational, computer and communication skills. Knowledge of the Edmunds software along with Microsoft Word and Excel is required.

Salary commensurate with qualifications and experience.  Send cover letter, resume, and copy of current CTC certificate via email to Mitchell Stern, Borough Manager at mstern@mtnlakes.org.

Resumes will be accepted, and interviews conducted, until position is filled.