



Town of North Providence
Mayor Charles A. Lombardi

Department of Human Resources
Director Anthony M. Pinto

Tax Collector

Job Summary

Highly organized, knowledgeable, and detail-oriented Tax Collector responsible for overseeing all municipal tax collection operations under the general direction of the Town Administration and Finance Director. The Tax Collector manages all tax collections, balancing procedures, delinquent collections, tax sales, financial reporting, and compliance with Rhode Island General Laws and municipal policies. This position serves as the primary authority for tax collection operations and is responsible for ensuring accurate financial reporting, maintaining confidential records, supervising office procedures, and providing professional customer service to residents and taxpayers. The position requires strong financial management skills, extensive knowledge of municipal tax collection laws and practices, and the ability to effectively oversee daily office operations in a fast-paced public service environment.

Duties

- Oversee all tax collection operations and balancing procedures within the Tax Collection Office.
- Work under the general direction of the Town Administration and Finance Director regarding financial operations, reporting, and municipal procedures.
- Prepare refunds for the Tax Collection Office in accordance with municipal policies and Rhode Island General Laws.
- Complete daily postings to the General Ledger and submit required documentation to the Finance Department.
- Prepare and process delinquent notices for collection agencies and annual tax sale proceedings.
- Coordinate and oversee annual tax sales, including preparation of required notices, legal documentation, and redemption processing.
- Manage and process all tax sale redemptions in accordance with applicable laws and procedures.
- Respond to public records requests in compliance with Rhode Island Access to Public Records laws and municipal record retention policies.
- Prepare monthly financial reports and balancing reports for submission to the Finance Department.
- Prepare purchase orders and oversee office-related financial purchasing procedures.
- Coordinate and oversee annual billings and software-related services with the Town's tax software company.
- Prepare reports, records, and supporting documentation for annual financial audits and compliance reviews.
- Prepare records for destruction in accordance with State of Rhode Island records retention policies, procedures, and applicable laws.
- Ensure compliance with all Rhode Island General Laws, Title 44 regulations, municipal policies, and accepted municipal tax collection practices.



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- Oversee office procedures involving balancing, deposits, payment processing, and taxpayer account management.
 - Address taxpayer concerns and inquiries professionally while maintaining confidentiality and professionalism.
 - Coordinate with municipal departments, legal counsel, auditors, software vendors, and outside agencies as necessary to support tax collection operations.
 - Perform additional administrative, financial, and supervisory duties as assigned.
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Special Projects & Assignments

- Coordinate annual tax sale preparation and redemption tracking processes.
 - Assist with implementation, maintenance, and troubleshooting of tax collection software systems and financial reporting processes.
 - Develop and maintain office procedures to improve efficiency, accuracy, and compliance within the Tax Collection Office.
 - Prepare specialized financial reports, audit documentation, and collection summaries for municipal leadership and outside agencies.
 - Coordinate record retention and destruction projects in accordance with State of Rhode Island requirements.
 - Assist with budget preparation, revenue tracking, and collection forecasting for municipal financial planning purposes.
 - Participate in municipal training programs, tax collection seminars, and continuing education opportunities related to Rhode Island tax collection laws and practices.
 - Perform additional projects and assignments as directed by the Administration or Finance Director.
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Experience

- Previous experience in municipal tax collection, municipal finance, accounting, or governmental financial administration required.
- Strong working knowledge of Rhode Island General Laws, specifically Title 44, and municipal tax collection concepts, practices, and procedures required.
- Experience with QDS Tax Collection Software and Tyler/Munis financial software strongly preferred.
- High school diploma required; associate degree or higher in accounting, finance, business administration, or related field preferred.
- Strong understanding of balancing procedures, tax sale processing, delinquent collections, financial reporting, and municipal auditing practices.
- Excellent organizational, analytical, and time-management skills with the ability to prioritize multiple responsibilities effectively.



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- Strong written and verbal communication skills with the ability to interact professionally with taxpayers, municipal officials, auditors, and department staff.
 - Demonstrated ability to handle confidential financial information with discretion, professionalism, and sound judgment.
 - Membership in the Rhode Island Tax Collectors Association is highly encouraged.
 - RICTC (Rhode Island Certified Tax Collector) certification is highly encouraged.
 - Ability to work independently while maintaining professionalism and accuracy in a fast-paced municipal environment.
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Job Type: Full-time

Benefits:

Dental insurance
Health insurance
Paid time off
Vision insurance

Work Location: In person