

EMPLOYMENT OPPORTUNITY

Town of White Lake: Revenue Collections Specialist

Responsible for billing/collecting revenues for the Town of White Lake including ad valorem taxes, utility bills, and other revenues. Assists the public with various information and fees regarding Town services for establishing and closing utility accounts, and serve as backup for coworkers as needed. One to four years' experience in municipal tax and/or utility billing, accounting, accounts payables/receivables preferred. Work is performed under the general supervision of the Administrative Services Director.

Desirable Education/Experience: Graduation from a two-year college or business school, supplemented by courses in tax law and collection procedures, and considerable experience in collections, billing, or fiscal work, preferably in a municipal or county finance or tax office; or an equivalent combination of education and experience. Special requirements: Valid NCDL, ability to obtain Tax Collector's Certification from the UNC School of Government within 12 months of employment in this position. Salary Grade 15, Range \$41,778-53,267 plus excellent benefits. Obtain applications at White Lake Town Hall, 1879 White Lake Dr. or at www.whitelakenc.org and return to Mary Jo Lennon, Finance Director/Human Resources at 1879 White Lake Dr. PMB 7250, White Lake, NC 28337.
Position open until filled.
Equal Opportunity Employer.

File: Personnel-Job Descriptions-Revenue Collections Specialist Advertisement