



## **EMPLOYMENT OPPORTUNITY**

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**Job Title:** **Tax Collector/Customer Services Supervisor**  
**Salary Range:** **Grade 25, \$50,899 - \$75,924 annually**  
**Status:** **Full-time, exempt position**  
**Application Deadline:** **Monday, December 13<sup>th</sup> at 4:30 pm**

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### General Statement of Duties

Performs supervisory and administrative duties in the collection of revenue for the town. Serves as the official Tax Collector under the Machinery Act.

### Distinguishing Features of the Class

An employee in this class is responsible for supervising and administering the collection of revenues for the town; developing and implementing programs to bill and collect taxes; coordinating tax billings with the county; generating tax bills; handling inquiries regarding taxes and privilege licenses; billing and collecting utility bills; and handling special billings and collections processes including sewer district fees. Tact, courtesy, and diplomacy are required in the frequent public contact functions, especially in complaint resolution. Work is performed under the supervision of the Finance Director and is evaluated through conferences and by review of records and reports to determine the effectiveness of collection methods and legal compliance with applicable statutes.

### Desirable Education and Experience

Two-year business degree, supplemented by courses in tax law and collection procedures, and considerable supervisory experience in billing and collections work, preferably in a municipal or county finance or tax office; or an equivalent combination of education and experience.

How to Apply: Please submit a completed employment application, which can be found on the town's website, [www.oakislandnc.com](http://www.oakislandnc.com) under the "Job" page. Applications can be emailed, faxed, or mailed (see below)

Where to Apply: Town of Oak Island  
Attn: Human Resources  
4601 E. Oak Island Drive  
Oak Island, NC 28465  
Telephone: (910) 201-8014  
Fax: (910) 278-9542  
Email: [HR@oakislandnc.com](mailto:HR@oakislandnc.com)