

# Town of Jefferson

## Public Notice

### Help Wanted

The town of Jefferson is seeking to hire a Tax Collector. Although this is a part-time position, full-time hours will be required at certain times of the year. Thorough knowledge of Town, State and federal laws and ordinances regarding local taxation, tax sale procedure and reporting; considerable knowledge of principles and procedures of modern accounting; considerable knowledge of standard office practices, procedures, and equipment. Skill in the use of a personal computer and standard office software, especially spreadsheet and taxation software; skill in the use of a calculator. Ability to speak and write effectively; ability to attend to detail; ability to prepare accounting reports; ability to interpret laws and regulations as they relate to taxation; ability to apply mathematics to specific tax computation problems; ability to establish and maintain effective working relationships with the public, selectmen, town departments, boards and committees, and state officials. High school diploma or equivalent with experience in accounting or finance (governmental accounting or taxation experience preferred); OR any equivalent combination of education and experience which demonstrates possession of the recommended knowledge, skills, and abilities. The position requires the candidate to be a New Hampshire resident. For consideration, please send resume and application to Town of Jefferson Board of Selectmen **no later than March 31, 2023**, P.O. Box 81 Jefferson, NH 03583 or e-mail to [administrativeassistant@jeffersonnh.org](mailto:administrativeassistant@jeffersonnh.org). For applications you can visit our website [jeffersonnh.org](http://jeffersonnh.org) or stop in the Town Office located at 178 Meadows Rd., Jefferson, NH Monday-Friday between 8:00 a.m.-3:00 p.m.