

**BURLINGTON TOWNSHIP, NEW JERSEY**  
**Full-Time Tax Collector**

Burlington Township is seeking qualified candidates for the position of Full-Time Tax Collector. The Tax Collector is responsible for the administration and supervision of all statutory duties associated with the collection of property taxes in accordance with New Jersey statutes, regulations, municipal policies, and directives.

Responsibilities include, but are not limited to, overseeing all bookkeeping, accounting, and reporting functions related to the collection of real property taxes; preparing, calculating, and issuing tax bills; receiving and accurately accounting for all tax payments; maintaining tax collection records; processing tax adjustments and refunds; preparing required monthly, quarterly, and annual reports; conducting the annual tax sale in accordance with New Jersey law; and administering procedures related to delinquent tax collections and enforcement.

Burlington Township operates on a calendar-year cycle (January 1 – December 31).

The Tax Collector works closely with the Chief Financial Officer, Township Administrator, municipal departments, county agencies, and the public. The successful candidate must possess strong customer service skills and be comfortable assisting residents and businesses in person, by telephone, and through electronic communications.

Candidates should have a thorough knowledge of New Jersey tax collection laws, regulations, and procedures. Experience with municipal financial software, including Edmunds GovernmentTech software, is preferred. Supervisory experience is desirable.

**Minimum Qualifications:**

- Possession of a valid New Jersey Certified Tax Collector (CTC) Certificate issued by the New Jersey Department of Community Affairs.
- Experience in municipal tax collection and administration.
- Strong organizational, communication, and customer service skills.
- Ability to maintain accurate financial records and prepare detailed reports.

**Salary Range:** \$75,000 - \$105,000, commensurate with qualifications, certifications, and experience

Interested candidates should submit a completed employment application and resume to:

Angel Young

Burlington Township

[Ayoung@twp.burlington.nj.us](mailto:Ayoung@twp.burlington.nj.us)