

Assistant Revenue Collector

The Town of Tolland seeks applications for position of **Assistant Revenue Collector**. This is a 35 hour/week position with benefits working in the Tax Office. Starting salary \$22.73 per hour if certified. Provides technical and administrative assistance to the Collector of Revenue in the billing, collecting, and crediting of taxes and related billings or charges; and assumes responsibility of office in the absence of the Collector of Revenue. Minimum requirements: Associate's Degree in Accounting, Business Administration, or some closely related field and three years of increasingly responsible experience in accounting, bookkeeping, collection, or office administrative experience or an equivalent combination of formal education and practical experience totaling five years. Application can be obtained at www.tolland.org under Help Center. Call the Town Manager's Office at (860) 871-3600 for questions. Cover letter, resume and application are due by April 11, 2016 at 4:00 pm to 21 Tolland Green, Tolland, CT 06084, attention Mike Wilkinson. AA/EOE