

POSITION AVAILABLE: Certified Tax Collector

DATE POSTED: April 22, 2026

CLOSING DATE: When Filled

FLSA: Non-Exempt

Location: Elizabethtown, NC

Department: Finance Department

Reports To: Finance Director / Town Manager

Job Summary

The **Certified Tax Collector** is a statutory officer appointed by the Town Council. This role is responsible for the professional and lawful collection of all property, privilege, and license taxes owed to the Town of Elizabethtown. The successful candidate must ensure all collection activities strictly adhere to the [North Carolina General Statutes](#) while maintaining a high standard of integrity and customer service.

Essential Duties and Responsibilities

- **Tax Collection:** Employ all lawful means to collect real and personal property taxes, including delinquent accounts.
- **Enforcement Actions:** Initiate and manage legal collection remedies such as wage garnishments, bank attachments, and tax lien foreclosures.
- **Record Keeping:** Maintain meticulous records of all collections, settlements, and delinquent accounts in accordance with [NC GS 105-350](#).
- **Financial Reporting:** Prepare and submit monthly reports to the Town Council detailing collections, uncollected amounts, and steps taken for enforcement.
- **Public Interaction:** Provide clear information to taxpayers regarding their bills, payment plans, and legal requirements with expectations to assist customers at both the lobby and drive through windows. Handle sensitive situations with professional tact and discretion.
- **Certification:** Verify that no delinquent taxes are due prior to certifying deeds for registration at the Register of Deeds office.
- **Settlements:** Perform annual settlements with the governing body as required by law.
- **Managing Customer Focus:** Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction.
- **Quality Management:** Fosters quality focus in others; Sets clear quality requirements, Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services; Supports group problem solving and teamwork.

Required Knowledge, Skills, and Abilities

- **Legal Expertise:** Thorough knowledge of the **NC Machinery Act** and local tax laws.

- **Analytical Skills:** Ability to analyze complex financial data and maintain accurate accounting spreadsheets.
 - **Communication:** Strong verbal and written communication skills to explain tax laws and procedures to the public and Town officials.
 - **Integrity:** Must be a person of "character and integrity" as required by state law, capable of taking the statutory **Oath of Office**.
-

Minimum Qualifications & Requirements

- **Education:** Bachelor's degree in Accounting, Finance, Business Administration, or a related field is preferred.
 - **Certification:** Must hold or be able to obtain the **Certified Tax Collector** designation from the [North Carolina Tax Collectors' Association \(NCTCA\)](#) within a time frame specified by the Town.
 - **Bonding:** Ability to be bonded in an amount prescribed by the Town Council.
 - **Experience:** 2+ years of experience in tax collection, debt recovery, or governmental accounting is preferred.
-

Physical Requirements and Work Environment

- Primarily an office-based role with regular public contact at the [Town Hall](#).
- May involve occasional field visits to delinquent taxpayers if directed by the governing body.

Note: Every tax collector in North Carolina must take an oath that includes the phrase: *"I will not allow my actions as tax collector to be influenced by personal or political friendships or obligations."*

Successful candidate will be subject to a criminal background check, drug testing, and must possess a valid NC driver's license.

Please complete the Town of Elizabethtown's application available on the Town Website.

If you need more information, please call Erin Deaver at (910) 862-3125 or send an email to Human Resources at edeaver@elizabethtownnc.org.

The Town of Elizabethtown is an Equal Opportunity Employer.