

Town of Windsor Locks
Employment Opportunity
Assistant Collector of Revenue

Posted: July 9, 2026

The Town of Windsor Locks is seeking qualified applicants for the position of **Assistant Collector of Revenue**. This is a full-time, benefited position within the Town Hall bargaining unit. The Assistant Collector of Revenue reports directly to the Tax Collector.

Location

Town Hall
50 Church Street
Windsor Locks, CT 06096

Position Summary

The Assistant Collector of Revenue supports the daily operations of the Tax Collector's Office and assists with all aspects of municipal tax collection activities. This position provides professional and courteous service to taxpayers, maintains accurate financial records, prepares reports and reconciliations, and ensures efficient processing of tax collection functions.

Compensation and Hours

Salary and benefits are provided in accordance with the applicable Town Hall bargaining unit agreement. Work hours are consistent with Town Hall business hours.

Essential Duties and Responsibilities

Duties include, but are not limited to:

- Provides professional and courteous customer service to taxpayers and the public.
- Performs additional duties of the Tax Collector in his/her absence.
- Processes tax payments and maintains accurate taxpayer records.
- Prepares daily balancing reports, deposits, and reconciliation reports.
- Prepares and submits delinquent and paid-up taxpayer information to the Connecticut Department of Motor Vehicles.
- Assists with tax collection activities, account research, and taxpayer inquiries.
- Oversees research related to taxpayer accounts and collection matters.
- Interacts with Town Counsel, outside attorneys, mortgage companies, financial institutions, and leasing companies as needed.
- Provides informational reports as requested by the Board of Selectmen, Finance Department, auditors, and governmental agencies.
- Assists with audit requests, year-end reporting, and other financial reporting requirements.
- Performs other related duties as assigned.

Minimum Qualifications

- High school diploma or equivalent required.
- Minimum of three (3) years of progressively responsible experience in tax collection, municipal finance, accounting, bookkeeping, cash management, or a closely related field preferred.
- Municipal tax collection experience and knowledge of Connecticut municipal tax collection procedures and applicable statutes are preferred.
- Experience performing reconciliations, maintaining accurate financial records, processing payments, and handling confidential financial information.
- Strong customer service, communication, and organizational skills.

- Demonstrated ability to interact professionally with taxpayers, Town officials, employees, attorneys, and outside agencies.
- Ability to exercise sound judgment and maintain confidentiality when handling sensitive financial information.
- Proficiency in Microsoft Office applications, including Word and Excel.
- Experience with municipal financial or tax collection software is preferred.
- Connecticut Certified Municipal Collector (CCMC) certification is preferred. The successful candidate who does not possess the certification at the time of hire must obtain it within a time frame established by the Town.

Knowledge, Skills, and Abilities

The successful candidate should possess the ability to:

- Communicate effectively and professionally with the public, Town officials, employees, and outside agencies.
- Interpret and apply policies, procedures, and applicable regulations related to municipal tax collection.
- Maintain accurate records and perform detailed financial reviews.
- Prioritize multiple assignments and meet established deadlines.
- Work independently while collaborating effectively with Town staff.
- Provide reliable and accurate service to taxpayers and the Town.

Additional Information

The Town reserves the right to revise or modify the duties and responsibilities of this position at any time. This posting is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

How to Apply

Interested applicants should submit a completed Town of Windsor Locks Employment Application and resume.

Applications may be submitted by:

Email:

pjustczynski@wlocks.com

yabramovich@wlocks.com

Town employment applications are available online at:

[Application for Employment – Town of Windsor Locks, Connecticut](#)

Applications will be reviewed as received. Interviews will be scheduled with qualified candidates.

For additional information, please call 860-627-1431.

The Town of Windsor Locks is an Equal Opportunity/Affirmative Action Employer (EOE/AAE).