



*Town of Meredith
41 Main St.
Meredith, NH 03253
www.meredithnh.org*

Deputy Tax Collector

The Town of Meredith is currently seeking a full-time Deputy Tax Collector.

The Deputy Tax Collector performs a variety of accounting and clerical duties associated with the receipt and record keeping of municipal taxes, including the preparation, posting and balancing large volumes of data and the preparation of State forms and financial statements. The position requires a substantial amount of customer service to the general public.

Requirements

High School diploma required. Bachelor's Degree in Accounting, Finance or related field with two (2) years' experience preferred; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

Salary range

\$26.77 to \$35.14 per hour DOE

Benefits

Full-time employees receive a benefits package which includes health Insurance, 100% employer paid dental Insurance, paid vacation and sick time, 11 paid holidays, 100% employer paid life insurance/STD/LTD, and participation in the New Hampshire Retirement System.

Application Process

Visit www.meredithnh.org to complete an application. Applications can be emailed to HR@meredithnh.org or dropped off at Town Hall.