

BOROUGH OF DARBY TAX COLLECTOR JOB DESCRIPTION
January 11, 2022

The Borough of Darby seeks a qualified applicant to appoint as Tax Collector to fill the remainder . The person in this position is responsible for collecting the Borough, Delaware County, and School District taxes in the Borough of Darby.

MINIMUM REQUIREMENTS:

- The appointee must be a registered elector of Darby Borough.
 - At time of appointment, the applicant must be able to obtain a tax collector's surety bond with a surety license to do business within the Commonwealth of Pennsylvania. The bond must cover all taxes collected by the tax collector for the Borough. Interested applicants must submit a tax collector's surety bond pre-qualification with their resume.
 - The appointee must be able to obtain a qualified tax collector certificate within 60 days of appointment. The Borough will cover the costs involved with successfully obtaining this certificate.
 - The appointee must have the ability to obtain a clean criminal history record from the Pennsylvania State Police prior to appointment if the individual is a resident of PA for more than two years. If less than two years, he or she must obtain a clean Federal criminal history record. Appointees have 30 days from the date of appointment to provide police reports to all taxing districts.
 - The appointee needs a minimum of 5 years' experience working in accounting, finance, or a related industry.
 - The appointee needs to possess both strong finance and people skills.
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- Ensure that tax bills are mailed out on a timely basis.
 - Receive, account for, and deposit all tax payments.
 - Provide regular payment of funds and reports to Darby Borough, Delaware County and the School District via check or ACH payment.
 - Submit regular reconciliations to the Borough, County and School District. These vary depending on when the taxes are due, and range as often as bi-weekly and weekly to monthly.
 - Approve refunds and court stipulation changes received from the Delaware County Board of Assessments.
 - Appoint at least one deputy to comply with the LTCA.
 - Assist with returned tax bills and taxpayer inquiries.
 - Prepare for and attend end-of-year information meetings and end-of-year reconciliation appointments.

NOTE: It is also recommended that the individual join the Pennsylvania State Tax Collectors' Association and attend meetings.

HOURS:

The Tax Collector works from his or her home an average 10-15 hours a week. Hours are flexible.

LENGTH OF THE POSITION:

This position is an appointment limited to the December of 2023. To continue in the position, the individual must be elected. This requires filing a Statement of Financial Interest with the borough and Election Board and filing a petition to the Election Board to be included on the ballot of the 2023 Primary, and then winning the 2023 General Election. The elected position is a four-year term.

START DATE:

Ideally the Borough would like to appoint someone by January 19, 2022. The individual would start as soon as possible after that.

RESUME SUBMISSION REQUIREMENTS:

Interested applicants should submit a cover letter, resume, evidence of clean criminal record and surety bond pre-qualification via e-mail to Borough Manager Mark Possenti by 10 am on January 19, 2022. A pre-qualification application may be obtained from the Borough Offices and returned with the Application.