



Town of Westford – Delinquent Tax Collector

The Town of Westford is seeking an organized and motivated individual to serve as the Collector of Delinquent Taxes. This official is responsible for ensuring that all property taxes owed to the town are paid in accordance with Vermont state statutes. The collector acts as the primary contact for taxpayers whose accounts have fallen into arrears, balancing firm statutory enforcement with respectful public service.

Essential Duties and Responsibilities

- **Notification:** Timely notification of all taxpayers on the Treasurer's warrant whose taxes are overdue.
- **Collection & Negotiations:** Working with taxpayers to formalize written payment arrangements to settle debts before further legal action.
- **Enforcement:** Executing formal collection actions, including initiating and conducting municipal tax sales of real property when necessary.
- **Recordkeeping:** Maintaining precise accounting of every delinquent account, including principal, penalty, and interest calculations.
- **Reporting:** Delivering collected funds to the Town Treasurer and providing detailed reports to Town Administrator and the Selectboard.

Preferred Qualifications

- **Technical Skills:** Proficiency with municipal financial software (e.g., NEMRC) and Microsoft Excel.
- **Knowledge:** Familiarity with Vermont tax collection laws and local tax abatement processes.
- **Communication:** Exceptional interpersonal skills and the "thick skin" required to handle difficult financial conversations professionally.
- **Education:** An associate or bachelor's degree in accounting, finance, or public administration is preferred but not always required depending on experience.

How to Apply

Interested candidates should submit a cover letter and resume to the Town Administrator at townadmin@westfordvt.us or via USPS to

Westford Town Office
Delinquent Tax Collector Search
1713 Vermont Route 128
Westford, VT 05494

Applications due by May 22nd, 2026