

P/T Certified Tax Collector- Township of Mansfield, Warren County

The Township of Mansfield is seeking a Part-time Certified Tax Collector (CTC). Approximately 3,200 line items within the Township. Candidate should be proficient in Edmunds and Excel. Possession of a NJ Certified Tax Collector License is required. Duties include printing and mailing of property tax bills, processing receipts for taxes, mortgage company bank code changes, reporting of all activities of the office in line with state and municipal statutes, lien calculations, and redemptions, and managing annual tax sale. Must be knowledgeable in all functions of a tax office, attentive to detail, and must have excellent customer service etiquette. The Township is not responsible for utilities or special tax districts. Daytime availability preferred. Annual salary range for the position is \$20,000-\$65,000. Salary to commensurate with experience and qualifications. Interested applicants should email a cover letter and resume to clerk@mansfieldtownship-nj.gov by April 30, 2026. The Township reserves the right to review resumes and conduct interviews as they are received. The Township of Mansfield is an equal opportunity employer.