
JESSICA ARNOTT

Certified Tax Collector with over 4 years of experience. I possess strong multi-tasking skills, with ability to simultaneously manage several projects and schedules. Excellent public-facing point person for clients, customers, vendors and equipment and service providers. Tech savvy and efficiency focused.

CONTACT

Arnottjessica@gmail.com

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(862) 226-8519

Lincoln Park, NJ

EDUCATION

Eastwick College

2009-2011

Associates Degree Applied Science

Rutgers Division of Continuing Studies

2015-2018

Tax Collector Courses

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills • Strong interpersonal & communication skills • MS Office • Ability to work collaboratively as part of a team • Problem Solving • Leadership • Meticulous attention to detail • Excellent Organizational skills

REFERENCES

- Rick Beyer – Rbeyer@bolp.org
- Gina Danzi – GinaDanzi93@gmail.com
- Nicole Compesi
NCompesi@Ridgewoodnj.net

EXPERIENCE

TAX COLLECTOR | VILLAGE OF RIDGEWOOD

2019-CURRENT

Knowledge of all aspects of the tax collection office, Estimated and final billing, homestead credit billing, reporting, enforcement and collection of property taxes, Facilitating a collection rate in excess of 99%, Prepare, post and process adjustments for judgments (State & County), refunds of overpayments, senior and vet deductions allowed and disallowed and miscellaneous adjustments as required, Printing and mailing of delinquent notices, Maintain and audit direct debit accounts and initiate bank transfers, Organize and run annual Tax Sale, Prepare and record lien certificates & verify redemption calculations, Prepare and audit post tax year statements for Senior Citizens, Prepare Senior property tax certifications, Prepare, distribute and file (IRS/State) Form 1099s, Posting of miscellaneous receipts, Process returned checks for all departments except municipal court, Prepare and transmit outgoing files for mortgage companies and upload and process incoming electronic payment files, Set up and posting of transactions to Zoning, Planning Board and Police Outside Services Escrow accounts, Maintain spreadsheets for Police Outside Services, track and record payments, pay over funds to current, record invoices and confirm payroll amount, Prepare and file all required deduction allowance forms with the County Tax Board, Prepare Cash Trial Balance spreadsheets, Prepare monthly proofs for taxes and water, Maintain Parking Utility spreadsheets, Assist outside auditors, Prepare invoices for miscellaneous A/R including tax exempt sewer billing, Board of Education vehicles and other invoices as required

SENIOR ACCOUNT CLERK | BOROUGH OF LINCOLN PARK

2015-2019

Utility Collector, Water/Sewer Payments/Daily Deposits, Monthly Billing/Reports/Readings for Water & Sewer, Assisting the Tax Assessor and Tax Collector CCR Report, Monthly shut offs, Monitoring Bi Monthly Water Sampling Reports, Assisting with the Tax Sale and yearly tax bills. PTR Forms & Deduction forms and questions. Finance Department -updating vendors, Trust/Escrow Deposits, entering requisitions/purchase orders. Water System Mapping – Hydrants & valves.

BDC REP, PAUL MILLER AUDI

FEBRUARY 2015 – MAY 2015

Making appointments for potential purchasers to meet with the dealership's sales personnel. Creating and sustaining business relationships with current and future customers. Coordinating incoming web and phone requests, as well as scheduling appointments for the sales staff. Primarily responsible for responding to customer inquiries and concerns.

KEY HOLDER/MANAGEMENT MEMBER, CAPEZIO

AUGUST 2009 – AUGUST 2013

Ensuring the store's daily security before and after the operation. Assisting with administrative tasks, handling customers' inquiries, managing and escalating customers' complaints, and keeping track of the deliveries. Achieve and exceed store and company sales and KPI goals. Manage monetary transactions and POS operations. Ensure appropriate store regulations, including alarm readiness, accountability of registers and cleanliness standards are satisfied. Supervise other associates while also servicing customers, maintaining store cleanliness, and execute small-scale visual merchandising tasks. Process merchandise information through store computer system, POS register system and complete all require paperwork according to policy. Demonstrate track record of accountability, integrity, collaboration, leadership and service that result in a recent promotion.