
Revenue Collector Resume

Job Objective

A highly competent Revenue Collector seeking a job within your company where I can put in maximum efforts and contribute to the development of the company.

Highlights of Qualifications:

- Valuable experience in collection of revenue for government industry
 - Sound knowledge of federal tax collection laws, regulations and policies
 - Profound knowledge Fair Debt Collection Practices Act
 - Exceptional ability to resolve all collection activities
 - Outstanding ability to interpret complex laws
 - Ability to operate office equipment's
 - Ability to coordinate with taxpayers
 - Familiarity with municipal business licensing
 - Ability to understand and interpret complex laws
 - Proficient with office equipment and software applications
 - Ability to perform financial record keeping and reports
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Professional Experience:

Revenue Collector
ING Financial Services, Garden City, NY
August 2007 – Present

Responsibilities:

- Administered tax payments and receivables on regular basis.
 - Implemented all collection of delinquent tax processes.
 - Ensured compliance to Fair Debt Collection Practices Act and regulations.
 - Developed payment plans and negotiated if required.
 - Documented claim verification letters for City Attorney's office.
 - Monitored audit determinations and maintained receivable balances.
 - Assisted taxpayers with all tax return activities.
 - Evaluated paperwork to estimate all tax liability as per standards.
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Revenue Collector
BCA Financial Services, Inc., Garden City, NY
May 2004 – July 2007

Responsibilities:

- Maintained inventory of magnetic fare cards for log on machines.
 - Maintained records of all coins or any discrepancies.
 - Managed and delivered all collected revenue to vault operations.
 - Assisted in collection of revenue from off site locations for special occasions.
 - Prepared records of empty cash vaults and bank slips.
 - Assisted to loading and unloading various vault carts.
 - Provided training to all revenue collectors and subordinates.
 - Ensured compliance to safety rules and regulations.
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Education:

Bachelor's Degree in Business
Whitman College, Walla Walla, WA

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