
**Revenue Assurance Tax Collector
Finance Department
City of Whiteville**

- Salary Range: Discussed Upon Hire
- Full-Time Position
- Non-Exempt Position

The City of Whiteville is seeking to fill the position of Revenue Assurance Tax Collector. The employee is responsible for the annual property tax billing and collection process to ensure compliance with State of North Carolina Machinery Act. Typical duties include responding to telephone or walk-in customers, explaining tax statements and penalties to the public, maintaining and updating databases, preparing and mailing annual tax billing statements, preparing and mailing a tax bill to each person, or authorized agent, whose name property is listed on the tax roll, and recording and processing payments collected. Graduation from an accredited college or business school with an bachelor's degree in accounting or business administration and least five years of supervisory experience is required. You must have a NC or SC driver's license. If you are a proactive person and want to be part of a professional team and growing organization, this could be the right place for you!

Please complete the City of Whiteville's online application at <https://www.cognitofrms.com/CityOfWhiteville1/CITYOFWHITEVILLEEMPLOYMENTAPPLICATION>. If you need more information, please call (910) 642-8046, ext. 1009, send an email to Human Resources Director at rivenbark@ci.whiteville.nc.us, or visit our website at <https://whitevillenc.gov/jobs>.

The deadline for submitting applications for this position is **4:00 p.m. on Friday, March 27, 2026**.

The City is an Equal Employment Opportunity employer.
