

POSITION TITLE: Business Privilege Tax Associate

GENERAL PURPOSE: This employee is appointed by the Board of Commissioners and serves at the pleasure of the Board as an "at will" employee. The Business Privilege Tax Associate is responsible for receiving and processing license fees, taxes, penalties and interest, deposits, data entry, check scanning and document scanning. The Tax Associate has frequent contact with the public, deals with matters of confidential nature and reports directly to the Business Privilege Tax Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Open mail— sort by license and tax returns and process

Interact with the public and finance office

Prepare daily deposits of all funds received

Enter data in accounting system

Deposit checks directly to bank thru bank scanner located in office

Deposit cash

Prepare delinquent notices

Prepare warning notices

Greet customers at counter, take payments

Scan documents to accounting system

Prepare spreadsheets and reports

DESIRED MINIMUM QUALIFICATIONS

Minimum: Associate Degree in Business, Finance, Accounting or related degree

MS. Office skills (Excel and Word)

Experience a plus

SPECIAL REQUIREMENTS

Must be eligible for bonding

Must have a valid PA driver license

TOOLS AND EQUIPMENT USED

Personal computer, 4 in 1 printer, Microsoft Office, calculator, telephone, postage meter, check scanner, label maker.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, uses hands to finger, handle, feel or operate object, tools or controls and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/ or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Compensation

A comprehensive, employer-paid benefit package is provided. Salary is dependent upon experience.

Deadline

Applications will be accepted until 4:30 p.m., May 5, 2017 or until position is filled.