City & Borough of Wrangell Position Description

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| Position: Property and Sales Tax Accounting Clerk | Type: Permanent, Full-Time |
| Department/Site: Finance | FLSA: Non-exempt |
| Evaluated by: Finance Director | Salary Grade: 13 |

# **Summary**

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| **Processes and performs procedures related to all tax filings.**  The Property and Sales Tax Accounting Clerk will primarily be responsible for the collection and processing of property tax, sales tax, excise tax and transient tax. They will additionally be tasked with facilitating work performed by external parties such as sales tax audits, property tax assessments, and foreclosure processing. A main function of the role will be to perform additional oversight procedures to ensure tax revenue streams are maximized. The goal of the Property and Sales Tax Accounting Clerk will be to efficiently and effectively distribute payment notifications, collect taxes, administer penalties and interest and help streamline payment options for taxpayers.  **Assist and support all functions of the Finance Department**. In addition to the roles and responsibilities highlighted above, the Property and Sales Tax Accounting Clerk will be responsible for learning the functions performed by the Utilities and AP Clerks so that operations continue to resume effectively in the absence of a Finance Department professional. |

## Distinguishing Career Features

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| The Property and Sales Tax Accounting Clerk is equal to the Accounting Clerk I in referring to the first in a two-level career ladder for clerical and technical accounting. The Property and Sales Tax Accounting Clerk is the first level and focuses on assembly and processing of utility accounts and handling of certain customer service transactions. Advancement to Accounting Technician is possible with demonstrated knowledge of the computer-aided accounting system and codes as well as the ability to process a full range of financial transactions for a complete account such as payroll, cash receipts and accounts receivable. |

## Essential Duties and Responsibilities

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| Property Tax Services  * Responsible for working with assessor in completing annual property tax process. This includes entering names and address changes on property during the year and filing the new deeds. * Responsible for sending out annual property tax exemption forms and advertising the exemptions in the newspaper. * Responsible for working with the assessor and entering new assessment information into tax records and sending out annual assessment notices. * Responsible for advertising the assessment and appeal process and working with taxpayers filing appeals. * Responsible for working with the assessor on property tax appeals and preparing exemption reports and appeal information for the assessor and Board of Equalization. * Responsible for preparation of final tax rolls and preparation and sending out of property tax bills. * Responsible for maintaining and reconciliation of property tax receivables. * Responsible for collections on property taxes including the foreclosure process. * Maintain ArcGIS mapping information, including new plats, easements and property owner information.   **Sales Tax Services:**   * Responsible for the collection of all sales tax through local businesses and abroad (i.e., Alaska Remote Sellers Sales Tax Commission and those businesses exceeding the Commission’s threshold to independently remit sales tax). * Responsible for processing sales tax collections on a quarterly basis and keeping a comprehensive filings summary to effectively manage delinquent filers. * Responsible for executing penalty and interest calculations based on estimates for nonpayers. * Responsible for supporting and facilitating sales tax audits with the Borough’s external auditors. * Responsible for notifying customers of payment deadlines through a variety of channels. * Support the Finance Director in constructing payment plans for businesses who are delinquent and need assistance from the Borough.  General Ledger Accounting  * Assists the Finance Director with reconciling property tax receivable and determining performance of all tax revenue streams on a quarterly basis. * Assists with entry of budgets. * Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.   **Other Duties and Responsibilities**   * Work cooperatively with public, other external agencies and other Borough employees. * Perform administrative and secretarial duties as needed as well as assist the accounting generalist with human resources. |

## Qualifications

* **Knowledge and Skills**

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| The position requires considerable knowledge of the principles and procedures of accounting, auditing, and finance. Requires in-depth knowledge of generally accepted financial processes and regulations and controls applying to assigned financial operations. Requires a working knowledge of audit documentation requirements. Requires in-depth knowledge of automated accounting systems and relational databases used for storing and linking accounting data. Requires well-developed math skills to perform complex accounting computations. Requires sufficient language skills to prepare reports suitable for external publishing. Requires well-developed human relation skills to explain detailed information in small group settings and work with staff in an advisory capacity. |

* **Abilities**

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| Requires the ability to perform the functions of the position. Requires the ability to apply accounting controls, rules, and procedures, and to perform accounting tests. Requires the ability to research, compile, analyze, and interpret accounting data. Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Requires the ability to perform accounting and general math computations quickly and accurately. Requires the ability to organize and prioritize work to meet deadlines and timetables. Requires the ability to work as contributing member of a team, work productively, patiently, and cooperatively with other teams, vendors, and external customers, and convey a positive image of the City and Borough and its services. Requires intermediate to advanced proficiency in the use of computers, Microsoft Excel, Outlook, Access, Word, and Adobe Acrobat, and the ability to learn these and other software programs quickly. |

* **Physical Abilities**

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| Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person. |

* **Education and Experience**

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| Requires equivalent to high school diploma. Three years of relevant work experience in a professional business, office or administrative setting is required. Education or experience in accounting, budgeting, or position closely aligned with the duties, responsibilities and skills of the position is strongly preferred. |

* **Licenses and Certificates**

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| Require a valid driver’s license. |

* **Working Conditions**

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| Work is performed in an office environment with minimal safety considerations. |

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.