

Administrative Clerk/ Deputy Tax Collector (Part-Time)

Nature of Work:

This is a responsible and varied administrative and financial position in the collection of various taxes and fees for the Town of Phillips and the handling of town funds. Work involves significant public contact while collecting monies and the compilation of records and reports. Work is performed under the general supervision of the Town Manager subject to applicable State laws and regulations and regular audits.

Employee of this class has considerable contact with the public and is responsible for screening calls, waiting on the counter and clerical duties. Work requires a familiarity with the organizational and operating characteristics of the municipal office.

Essential Duties and Responsibilities:

Receives and records payment of property taxes, excise taxes and accounts receivable, utilizing the town's software, TRIO.

Waits on counter, answers questions and gives out information requested on property taxes, excise taxes and other municipal inquiries. Responsible for Motor Vehicle and Inland Fisheries and Wildlife registrations and hunting and fishing licenses.

Prepares collected monies for deposit.

Answers telephone and handles routine inquiries or refers to Town Manager for action.

Types letters, reports and other materials from copy or detailed instructions.

Maintains files of correspondence, forms, reports and other materials.

Performs a variety of arithmetic calculations relating to business activities of office.

Processes incoming and outgoing mail.

Handles other duties as may be required in this position.

Other duties may include:

Prepare and balance monthly bank statements.

Prepare and process employee payroll; prepare and process accounts payable.

Update website as directed.

Requirements of Work:

Knowledge and understanding of the State statutes relating to the duties and responsibilities of municipal tax collectors.

Considerable knowledge of business English and arithmetic is required. Cash handling ability necessary.

Thorough knowledge of modern office procedures, practices and equipment or the ability to learn.

Ability to maintain records, follow procedures and prepare reports.

Ability to establish and maintain effective working relationships with Town Officials, employees and the general public.

Ability to make minor decisions in accordance with laws, ordinances, confidentiality and regulations.

Training and Experience Required:

High school diploma supplemented with courses or experience in municipal accounting and cash management practices and the tax process is desirable. Motor Vehicle and Inland Fisheries and Wildlife licensing and registration training required. Bookkeeping experience is helpful. Ongoing job related training is expected.

Experience working with Microsoft Word and Excel is required. Experience with TRIO software and MOSES software is desirable.