OFFICE OF THE RECEIVER OF TAXES PART TIME CLERK

GENERAL STATEMENT OF DUTIES

Performs routine customer service and accounting procedures related to municipal tax collections and other duties as required.

COMPLEXITY OF DUTIES

Under direct supervision the duties are related to customer service and bookkeeping functions. The work is reviewed for quality, accuracy and completeness.

TYPICAL DUTIES

1. Sorts and reviews property tax payments for timeliness and accuracy.
2. Answers tax payer inquiries regarding tax bills, tax payments, and assessment related issues.
3. Assist the bookkeeping department with bounced checks and application of fees.
4. Assist the bookkeeping office with the processing of batches prepared by cashiers.
5. Assist with the processing of tax certiorari reductions on property tax managing software.
6. Assist with the preparation of monthly bank reconciliations.
7. Assists with the processing and reconciliation of credit card payments, online payments lock box transactions and counter payments.
8. Assist in the preparation with the Statement of Return to the County.

PREFERRED MINUMUM QUALIFICATIONS AND SKILLS

1. Bachelor's Degree from a regionally accredited or New York State registered college or university.
   or
   Five years' experience in a municipal tax collection agency and or municipal assessing office in New York State.
2. Financial Reporting,CPA and or knowledge of United States GAAP are preferred.

If interested in position, please email a resume plus cover letter summarizing qualifications to Robert Weitzner, Commissioner of Human Resources, at email: careers@northhempsteadny.gov.