

# CITY OF WASHINGTON TAX CLERK EMPLOYMENT OPPORTUNITY

**Applications due no later than December 12, 2023**

**Office hours are: Monday-Friday 8:30 A.M. – 5:00 P.M.**

**\$15.25 per hour**

**Benefit Package Included**

**Applications are located at [www.washingtonpa.us](http://www.washingtonpa.us) , on Indeed, or can be obtained at City Hall 55 West Maiden Street Washington, PA 15301**

**POSITION SUMMARY:** This position is responsible for collecting taxes, fines, fees, and posting all payments to accounts, manually or through computerized data entry. Maintain and balance books for all City tax accounts.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

Essential functions:

1. Collect / Accept tax payments from the general public.
2. Verify bills and tax accounts, indicate payment methods and post transactions to appropriate accounts.
3. Perform various administrative duties related to collections as required by ordinance (e.g. City tax statements, reminders, delinquencies to collections)
4. Complete tax collections comparison reports and balance daily, monthly, and yearend.
5. Communicate with the public frequently in a tactful, diplomatic, and courteous manner.
6. Sort mail as necessary
7. Answer and return phone calls with questions regarding tax balances, payments, etc.
8. Cover for other tax clerks when at lunch or vacation

The listing of job duties and equipment used to fulfill the full scope of the position requirements are by example only and not limited to those outlined.

**QUALIFICATIONS:** High school graduate or GED required. Must be able to operate a variety of office equipment.

Must have excellent interpersonal skills and be able to communicate orally as well as written form. Advanced knowledge of bookkeeping practices and procedures and city tax collection ordinances. Basic math skills and adding machine skills as well as PC skills required.

Accounting, banking or office experience preferred.

*The City of Washington is an Equal Opportunity Employer*