

SENIOR ACCOUNTING TECHNICIAN

General Statement of Duties

Perform responsible fiscal and administrative duties in the collection of taxes and other revenues for the Town and in general accounting work.

Distinguishing Features of the Class

An employee in this class is responsible for administering the tax billing and collection program; developing and implementing programs to collect delinquent taxes; coordinating tax billings with the county and handling more complex inquiries regarding taxes. In addition, the employee prepares payroll, bills and collects business license payments, prepares fixed assets, balances various Town accounts, prepares a variety of financial reports, and performs other responsible fiscal and office work. Work requires use of independent judgement and initiative and considerable knowledge of state laws regarding ad valorem tax collections in North Carolina. Tact, courtesy, and diplomacy are required in the frequent public contact functions, especially in complaint resolution. Work is performed under regular supervision and is evaluated through conferences and by review of records and reports to determine the effectiveness of collection methods, legal compliance with applicable statutes, and independent audit of the financial records.

Duties and Responsibilities

Essential Duties and Tasks

Collects current and delinquent taxes and addresses general inquiries in support of the municipal tax program; reviews County tax scroll and makes corrections; coordinates software conversion; prints, sorts, and mails tax bills; coordinates with various mortgage companies and others; prepares second and legal notices.

Organizes and plans for the distribution of tax bills and general tax issues; explains tax processes and answers concerns and complaints about the municipal tax program.

Performs delinquent tax collections; prepares releases, discoveries and adjustments; prepares forms for executing garnishments against wages or attachments to bank accounts.

Performs liaison functions with the county tax office; researches ownership records, payments of taxes at real estate closings, and other changes in property and ownership; performs problem-solving regarding newly annexed properties.

Maintains employee data base up to date with employee and salary changes; reviews information for accuracy; generates and transmit direct deposit and distributes to employees; prepares bi-weekly, monthly, quarterly and annual reports; prepares and makes journal entries for payroll and benefits data and deductions; reviews and reconciles payroll and benefit reports.

Prepares, mails and collects business licenses; maintains fixed assets data base up to date; generates purchase orders and tracks; bills and assesses special assessments; runs daily general ledger updates and performs various journal entries; assists with reconciling bank statements; assists auditor and prepares a variety of financial records and reports.

Additional Job Duties

Backs up other office staff.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of state and local property and business licensing tax laws and legal Senior

collection requirements.

Considerable knowledge of local policies and ordinances regarding tax collections, privilege licenses, special invoicing, and related issues.

Considerable knowledge of laws, principles and practices involved in payroll preparation including knowledge of benefits vendors.

Considerable knowledge of generally accepted paraprofessional principles of accounting.

Considerable knowledge of collection methods such as garnishments, attachments, and personal or individual contacts.

Considerable knowledge of the application of information technology to tax billing and collections and other accounting operations.

Working knowledge of standard operating practices involved in modern office operation and public service.

Skill in conflict resolution.

Ability to coordinate collection activities with the county, town management, employees, and the general public.

Ability to develop and maintain effective working relationships with the general public and other employees.

Ability to comply with and explain tax laws and collection procedures.

Ability to communicate effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to work with data and figures, performs accounting related tasks, operate a computer, do extensive research and reading.

Desirable Education and Experience

Graduation from a community college with a degree in accounting or related field supplemented by courses in tax law and collection procedures, and considerable experience in tax collections and/or accounting work, preferably in a municipal or county finance or tax office; or an equivalent combination of education and experience.

Special Requirements

Certification from the Institute of Government for Tax Collectors is expected within a reasonable time of acceptance of this position.