

JOB POSTING

POSITION WITH THE TOWN OF LYSANDER: TAX RECEIVER, ACCOUNTING CLERK, SECRETARY TO SUPERVISOR

TAX RECEIVER JOB SUMMARY

The Tax Receiver is responsible for collecting property taxes, managing tax records, ensuring compliance with tax laws, and providing customer service to taxpayers. This role involves meticulous record-keeping, financial reporting, and direct interaction with the public.

DESCRIPTION OF TAX RECEIVER POSITION

Collect and record taxes levied for town, county and school district. This requires the issuance of a receipt, entry of transaction into accounts receivable, balancing cash at the close of the day's business and making deposits of cash on hand. Duties may include:

Compute tax rates for special districts and water districts for beginning of calendar year and issue tax bills.

Pull tax bills and send them to mortgage institutions to encumber escrow payments. Ensure that tax bills and assessment on tax rolls are properly addressed to the owner of record.

Assist senior citizens and veterans in filing for special exemption on taxes. This involves eliciting data to insure taxpayer qualifies under one of these classes.

Regarding County, Town and special district taxes: Collects and records mailed taxes, balances daily receipt sheets and cash drawer; correct and verify deposit amounts and making out deposit slips.

Balance tax ledger, record unpaid tax bills for return to the County Commissioner of Finance; postdates taxes paid.

Answer telephone calls and letters pertaining to incorrect tax payments, late tax payments and inquiries about taxes and properties located in the town.

DESCRIPTION OF ACCOUNTING CLERK POSITION

The Accounting Clerk is responsible for performing a variety of accounting and clerical tasks to support the financial operations of the town, including payroll administration. This role involves maintaining financial records, processing transactions, and providing administrative assistance to the Comptroller. The Accounting Clerk will prepare and process invoices, purchase orders, expense reports, and other financial documents.

DESCRIPTION OF SECRETARY TO THE SUPERVISOR

The Secretary to the Supervisor is responsible for providing administrative and clerical support to the Town Supervisor. This role involves managing communications, scheduling, maintaining records, and assisting with various administrative tasks to ensure efficient operation of the office.

ABILITIES AND PERSONAL CHARACTERISTICS

- Thorough knowledge of bookkeeping principles and practices.
- Thorough knowledge of procedures used in setting up and balancing of ledgers and accounts.
- Exceptional knowledge of office procedures and practices.
- Ability to operate adding machines, calculators and other office machines.
- Ability to apply bookkeeping principles in the maintenance of accounting records.
- Ability to follow oral and written instructions.

SKILLS

- Excellent organizational skills and record keeping skills.
- Proficient in using financial software and databases.
- Strong communication and people skills.
- Ability to manage sensitive and confidential information.
- Problem solving and conflict resolution skills.

MINIMUM QUALIFICATIONS

Associate's degree in business administration or accounting, at least 3 to 5 years of experience in finance, accounting, tax collection, or a related field.

Send resume, cover letter, and three references to Kevin Rode, Town Supervisor
supervisor@townoflysander.org (no phone calls)

Annual Salary range: \$38,000 - \$45,000, per union contract.