

## **FERGUSON TOWNSHIP JOB DESCRIPTION**

Job Title: Finance Associate – Tax

FLSA Status: Non

Exempt Pay Grade: 15

Reports To: Finance Director

Date: March 2018

**JOB SUMMARY:** The Finance Associate – Tax role is assist the Finance Director in the collection of Real Estate taxes, accounts receivable billing and collection, payment processing, maintaining escrow accounts, recording and maintaining related records accurately and efficiently.

**DUTIES AND RESPONSIBILITIES:** The duties described below are indicative of what the Finance Associate – Tax Clerk may be asked to perform. Other duties may be assigned.

### **1. Administrative:**

- Manage the tax counter, greet customers and receive and verify payments for Real Estate
- Record real estate and deposit real estate tax payments, record payments in the RBA system
- Obtain real estate tax duplicates and insert into books
- Obtain and mail real estate tax bills for the Township and school
- Mail real estate reminders in accordance with law
- Complete invoicing and recording of accounts receivable, cash collections, preparing deposit slips for other staff.
- Reconcile real estate books on a monthly basis by the 10<sup>th</sup> of the following month and on an annual basis by January 10<sup>th</sup>. Account for discrepancies, face and penalty periods, exoneration and adjustments as required.
- Prepare refunds and statements for Real Estate taxes.

### **2. Clerical / Receptionist Duties**

- Perform clerical duties for the Finance Director, perform research and work on special projects as needed.
- Verify payments received, document, process and prepare for deposit.
- Enter payment data into Springbrook or RBA systems as needed.
- Assists in real estate processing, preparing bills for mailing, run reports for distribution of funds.
- Prepare the duplicates/supplements for mailings. Verify any ownership changes have been made. Gathers mortgage company information and prepare files for distribution. Mark all changes in duplicates/supplement.
- Cover front desk duties as needed due to absences, etc.
- Greet customers and residents and others and assist as needed
- Receive mail. Open, sort, distribute and respond to inquiries.
- Check the night depository each day by the assigned time. Stamp documents, verify correctness and respond appropriately. Distribute documents received for other departments promptly.

### **3. Public Relations:**

- Answer telephone, greet customers in a friendly and respectable manner.
- Logs messages recorded on the tax office's voice mail and responds promptly.

Finance Associate – Tax Clerk

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**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

## **EDUCATION AND/OR EXPERIENCE**

- Associates Degree in Accounting, or equivalent 2 years of college in a related curriculum.
- Minimum 2 years' experience in accounting, bookkeeping or similar finance, moderate knowledge of real estate tax law. Experience in municipal government preferred.
- Minimum 1-year experience in an office/customer service environment.
- Proficient with 10 key adding machine and excellent skills in math calculations.
- Proficient with computers and office software. Ability to learn new systems.

### **SKILLS AND ABILITIES**

- Ability to cooperate with the public, staff, and elected officials.
- Ability to learn computer system including Windows 10, Springbrook accounting system, Microsoft Word, Excel and Outlook 2016.
- Ability to perform a variety of clerical functions such as typing, data entry, computer keyboarding, and operate office machines relevant to job duties.
- Knowledge of office practices and procedures, and ability to learn department policies.
- Ability to prepare letters, correspondence, memos, and other reports.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Must be Bondable.

### **LANGUAGE SKILLS:**

- Ability to communicate effectively in English with elected officials, staff, and the public.
- Ability to communicate both verbally and in writing, including providing information to the public concerning the department.

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain professional demeanor, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.
- Ability to plan work and establish priorities.

**PHYSICAL AND WORK ENVIRONMENT:** the physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

### **Physical Environment:**

- The duties of this job include physical activities such as reaching, standing, stooping, kneeling, walking, lifting, pushing, pulling, fingering, grasping, feeling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Vision requirements are close, distance and peripheral vision, and ability to adjust focus.

**Work Environment:** The work environment may include some or all of the following.

- Working under distractions (telephone calls, disturbances)
- Repetitive activities.
- Time pressures (frequent "rush" jobs, urgent deadlines, etc.)
- Unpleasant social situations (dealing with irate or disturbed individuals.)

Employee's Signature

Date:

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