



Job Description

Job Title	Accounting Technician III - Taxes	Department	Finance
Reports to	Finance Director	Salary Level	VIIA
Classification	Non-Exempt	Revision Date	03.23.2022

I. General Description

This position is mainly responsible for performing functions in the areas of cash management and tax assessment.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Work directly with tax assessor in preparation of annual tax roll.
2. Act as backup for review of daily cash drawers.
3. Review all invoices prepared by Accounting Tech II (Receivables) for accuracy.
4. Review annual foreclosure list and monthly denied services list.
5. Research property transfers online and prepare memos, to adjust property ownership within the accounting software, for Finance Director Review.
6. Maintain business license renewal mailing list. Responsible for the mailing of business license renewals, preparation of business license checklist, and issuance of business licenses.
7. Maintain and update all property tax exemption lists.
8. Sales tax monitoring and administration.
9. Investigate customer request for information and disputes on account.

Other Duties:

1. Act as backup for Accounting Tech II (Receivables) Technician.
2. Special projects as requested by Finance Director.
3. Create and/or maintain a standard operating procedure (SOP) for all job duties.

IV. Knowledge, Skills, and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Knowledge of general office procedures, equipment and filing system.



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Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.
2. Must be able to operate the following; personal computer, including word-processing, spreadsheet, and database software, 10-key calculator.
3. Meet operational deadlines in accordance with prescribed goals and objectives.
4. Ability to work independently.
5. Interact with the public in a courteous, helpful and professional manner.
6. Work with co-workers, outside agencies, and vendors in a professional manner.
7. Maintain the confidentiality of information acquired during service as a City employee.

V. Work Environment and Physical Effort

Office environment. This position is located off of a busy, open area office. The employee is faced with constant interruptions and must meet with others on a regular basis. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment. The employee will have to spend long hours sitting and using office equipment and computers which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. There are a number of deadlines associated with this position, which may cause significant stress.

VI. Education and/or+ Experience

Education:

1. BS/BA degree; or
2. High School Diploma + 2 years of general business office experience.

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification within 6 months of hire.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, full-time employment, non-exempt position.



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X. Acknowledgment:

I understand the duties of my position as contained in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed by the above employee.

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	<u>AF</u>	<u>2/26/2024</u>
City Manager:	<u>KJ</u>	<u>26/02/2024</u>

Signature: KJ
Kimberly Johnson (Feb 26, 2024 11:55 AKST)

Email: manager@dillinghamak.us