

JOB POSTING & JOB DESCRIPTION

TITLE: Account Clerk I
DEPARTMENT: Finance
DIVISION: Tax and Revenue Collection
SUPERVISOR: Tax Collector
DATE POSTED: May 31, 2017
SALARY: \$30,384 - \$61,960
RANGE #: 6
UNION: AFSCME

DEFINITION: The responsibilities of this position, under the direct supervision of the Tax Collector, include the billing, collecting, reporting and enforcement of property taxes and special assessments and the collection of all other miscellaneous municipal revenues. These responsibilities are accurately and efficiently fulfilled with the use of specific accounting procedures for the billing and collection of property taxes and all miscellaneous municipal revenues and the use of computers to maintain the information and produce the required technical reports. This position entails a great deal of customer contact necessitating, accurate, well-developed, courteous interpersonal skills. Performs a variety of clerical duties.

ESSENTIAL FUNCTIONS PERFORMED:

- Utilizing a computer terminal, receive and post tax and revenue payments received through the mail, at the counter, drive-up window, drop box and on-line through the Township website.
- Daily proof of cash drawers, receipts, batch reports and preparation of bank deposit.
- Daily posting and proving of other department revenue; Proving Monthly reports for other department revenue
- Maintain the file for NSF checks and correspondence
- Generate annual and delinquent tax billings utilizing computer; enter data for property record changes, proof computer generated reports and totals.
- Follow up delinquent taxpayers through telephone and correspondence.
- Maintain list of foreclosure notices and correspondence from Township Clerk, attorneys and mortgage companies.
- Record property changes from deeds and follow-up with correspondence to property owners
- Record bank code changes from mail authorizations and correspondence with property owners and mortgage companies.
- Maintain the files and perform the computer entry of deduction records.
- Maintain ACH Debit Enrollments, correspondence & master list
- Convey routine information by telephone and personal contact to customers and other municipal departments.
- Prepare routine and non-routine correspondence as required to property owners, attorneys, title companies, mortgage companies and tax servicing agents.
- Perform such other related duties as required by the Tax Collector.

EQUIPMENT USED: This position requires the quick efficient operation of standard office equipment, including but not limited to computer and validator, printer, calculator, typewriter, photocopy machine, fax machine, folder/insert machine.

AFSCME UNION

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Thorough knowledge of English, grammar and accuracy in spelling.
- Thorough knowledge and experience with software programs including Microsoft Office (word, excel).
- Knowledge of a variety of office procedures and practices
- Accuracy & detail in computations/proof and accounting/bookkeeping procedures.
- Strong oral and written communication skills.
- Strong organizational skills.
- Accuracy, detail and consistency are essential.

Ability to:

- perform and maintain accurate manual computations, posting and typing;
- read, write and understand English;
- understand and carry out oral and written directions;
- comprehend and interpret the rules, regulations and laws and with the approval of the Tax Collector, make proper judgmental decisions in routine and non-routine situations;
- prioritize and schedule own work to meet required deadlines with a minimum of supervision;
- abide by Township and Departmental rules and regulations, including Township policy and union contracts.
- Operate basic office equipment.
- compile and analyze a variety of financial data to produce requested statistical reports;
- arrive and depart in a timely manner and maintain satisfactory attendance record; and
- Communicate and maintain an effective working relationship with the public and co-workers.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Must possess a High school diploma or GED equivalent.
- One-year governmental Tax Collection experience preferred.
- Required to take the State and Rutgers University recognized Principles of Municipal Tax Collection I and II courses; and
- Training or experience in computer, clerical, accounting/bookkeeping procedures and arithmetic processes.
- Advanced specialized course training is preferred.
- Accuracy in checking, posting, counting and computations.
- Good customer telephone/personal contact skills.
- Hearing and visual acuity to perform essential functions.
- **Must be willing to attend various classes and training as needed.**
- **Must successfully pass a six-month probation period.**
- **Must successfully pass a thorough criminal history and background check.**

Interested candidates should complete an application and send it into South Brunswick Township, Attn: HR Coordinator, P.O. Box 190, Monmouth Junction, NJ 08852.

South Brunswick is an Equal Opportunity Employer.