

## **ACCOUNT CLERK - SCHOOL TAX COLLECTOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a clerical position in a school district involving the responsibility for the application of standardized account keeping practices in maintaining and checking financial accounts and records. Employees in this class usually work on standard assignments in accordance with definitely defined procedures. The work is generally performed under direct supervision. This position also functions as School Tax Collector during September and October and as necessary. Duties involve responsibility for the collection of and accounting for taxes and other related revenues due a school district.

### **TYPICAL WORK ACTIVITIES:**

1. Posts to journal or ledger accounts from appropriations, expense invoices, payroll, receipts, voucher records and other original entry media;
2. Prepares summary statements of ledger balances;
3. Receives remittance by mail or in person, verifies account, computes interest and penalties, and posts to book of original entry;
4. Files and maintains simple records and inventories;
5. Verifies and reconciles account balances according to a prescribed procedure;
6. Reviews and checks routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
7. Operates various office machines and performs incidental typing;

### **When functioning as School Tax Collector:**

8. Issues tax bills as prepared and authorized by the Board of Education;
9. Collects monies and delivers the same to the School District Treasurer;
10. Issues receipts for taxes collected;
11. Provides accurate records to the School District Treasurer;
12. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of methods used in keeping financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to prepare financial reports; ability to follow oral and written instructions; ability to deal with the public; clerical aptitude; good judgement; accuracy; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

**ACCOUNT CLERK - SCHOOL TAX COLLECTOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

EITHER: (A) One (1) year of work experience in the performance of account keeping and/or bookkeeping:

OR: (B) Completion of one (1) year (30 credits equal to one (1) year) of college, business school or other post high school training which included two courses in account keeping and/or bookkeeping;

OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENT:**

Since this position functions as School Tax Collector, the incumbent must be a citizen of the United States and a qualified voter in the respective school district.

CL2420

ADOPTED: 12/02/91