

City and Borough Sitka, Alaska

Class Specification

Class Title	Accounting Clerk (Tax/Multi-function)
Class Code Number	2060
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	January 2015

General Statement of Duties

Processes all sales tax, bed tax and Local Improvement District payments; processes all property tax billings and payments; provide assistance to the Tax Accountant; performs related work as required; provide backup and assistance and temporarily fill in for other Accounting Clerks in the department as well as assist Accountants and other Department staff.

Distinguishing Features of the Class

The first principal function of an employee in this class is to generate and send quarterly sales and bed tax returns, annual property tax billings, review incoming returns, maintain account histories and generate delinquent notices and bill LID accounts. The work is performed under the direct supervision of the Tax Accountant but considerable leeway is granted for the exercise of independent judgment and initiative. The second principal function of an employee in this class is to perform the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Maintains all sales tax, bed tax and property tax records;
- Investigates reports of active businesses not on tax rolls and accounts in non-compliance and tax ordinances;
- Reviews sales and bed tax returns for tax compliance and accuracy in reporting;
- Generates correspondence regarding tax return errors and delinquent tax status;
- Interprets tax ordinances to the general public;
- Create and maintain tax exempt certificates;

- Prepares reports and account summaries as requested;
- Maintains sales tax deposit accounts and refunds deposits when appropriate;
- Performs account analysis and reconciliation;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- As assigned and/or directed, assists Payroll Specialist, Accounting Clerks (AP, Collections, Billing) and Accountants in performing aspects of their work without limitation;
- As assigned, performs functions of Accounting Clerks in their absence for extended periods of time.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Good knowledge of basic accounting principles and practices;
- Ability to make tax calculations and reconciliation accurately;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED, Associate's Degree or equivalent in accounting or a closely related field preferred; and
- Some experience in bookkeeping, banking or accounting; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to use a computer screen and process billing data;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

••• END •••