JOB ANNOUNCEMENT

TITLE: TAX COLLECTOR (SEASONAL)

LOCATION: Irondequoit Town Clerk, 1280 Titus Ave, Rochester, NY 14617

JOB SUMMARY: The Town of Irondequoit is seeking a responsible, detail-oriented new team member to assist with Tax Collection in the office of the Town Clerk.

OTHER JOB DUTIES INCLUDE:
• Collect and process tax payments from customers in-person;
• Balance cash drawer daily;
• Prepare and verify bank deposits;
• Provide information relative to tax-related questions;
• Answer telephones;
• Other related work as required.

OUR IDEAL CANDIDATE WILL HAVE:
• Experience with cash handling procedures and check processing;
• Excellent communication skills;
• Superior customer service skills;
• Proficiency with office equipment and technology;
• Basic knowledge of Office 365;

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma plus EITHER:
(A) Successful completion of twenty-four (24) semester credit hours, including six (6) semester credit hours in Accounting from a regionally accredited or New York State registered college or university*; OR,
(B) One (1) year of full-time or its part-time equivalent** experience in the maintenance of financial accounts and records; OR,
(C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

COMPENSATION PACKAGE INCLUDES:
➢ $13.25 Starting Hourly Rate
➢ New York State Retirement System

CIVIL SERVICE CLASSIFICATION: Non-competitive

FLSA CLASSIFICATION: Non-Exempt

POSTING DATE: AUGUST 18, 2020
POSTING DEADLINE: UNTIL FILLED
SEND APPLICATION TO:
TOWN OF IRONDEQUOIT - HUMAN RESOURCES
1280 TITUS AVENUE, ROCHESTER, NY 14617
OR HR@IRONDEQUOIT.ORG