



a town for a lifetime
IRONDEQUOIT *New York*

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

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