

## **EMPLOYMENT OPPORTUNITY TAX SPECIALIST**

City of Vidalia is accepting applications for Tax Specialist.

**Purpose:** To perform specialized duties in the collection of taxes and assist Utility Billing Operations.

**Desired Minimum Qualifications:**

- A. High school diploma or equivalent required
- B. Two (2) years of related experience required
- C. Any equivalent combination of education and experience
- D. Must possess a valid State driver's license or have ability to obtain one prior to employment
- E. Be able to pass city requirements for background check

Position shall be full-time and has excellent benefits. If interested, contact Shikima Johnson, HR Director at City Hall 912-537-7661 for a full job description and application or visit our website at [www.vidaliaga.gov](http://www.vidaliaga.gov). Applications will be accepted through **Wednesday, June 2, 2021 until 4:00 p.m.** or until filled.

*The City of Vidalia is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age.*



## Tax Specialist

Finance

FIN/4

### JOB SUMMARY

This position performs specialized duties in the collection of taxes and assist Utility Billing Operations.

### MAJOR DUTIES

1. Collects personal property, delinquent, and supplemental taxes.
2. Posts collections to appropriate tax rolls and records.
3. Explains tax statements and penalties to the public.
4. Prepares correspondence related to delinquent taxes.
5. Computes delinquent charges and costs.
6. Maintains records of outstanding delinquent tax balances.
7. Prepares monthly reports of personal property redemptions and maintains related records.
8. Posts figures to a variety of tax records and maintains related records and files.
9. Assists with public auctions.
10. Assists in processes utility payments as needed.
11. Enters credits and debits to UB accounts.
12. Reviews and evaluates meter reading data.
13. Processes water, solid waste, and sewer bill payments.
14. Runs and saves daily reports.
15. Processes online and bank payments.
16. Processes returned checks.
17. Responds to email and telephone calls from customers.
18. Performs related duties and other duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of tax collection principles, practices, regulations, and guidelines.
2. Knowledge of customer service principles and practices.
3. Knowledge of delinquent tax collection principles.
4. Knowledge of computers and job-related software programs.
5. Skill in the analysis of problems and the development and implementation of solutions.
6. Skill in the preparation of clear and precise reports.
7. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Accounting Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include state tax laws and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related tax collection and customer service duties. Uncooperative taxpayers contribute to the complexity of the position.
- The purpose of this position is to provide specialized support for the collection of taxes. Success in this position contributes to the efficient and effective collection of revenue.

### CONTACTS

- Contacts are typically with co-workers, other city personnel, representatives of the County Tax Assessor's Office, and the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problem.

### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

### MINIMUM QUALIFICATIONS

- High school diploma or equivalent required.
- More than two years of related experience required.