

JOB POSTING



**POSITION WITH THE TOWN OF LYSANDER:
DEPUTY TAX RECEIVER – Rate - \$19 / hour – Part-time / as needed**

DUTIES

Acts in the absence of the Receiver of Taxes and Assessment for a town within the County of Onondaga. When not acting in this capacity, assist the Receiver in carrying out the office duties as stipulated in Town Law. Work assignments are received verbally from the Receiver of Taxes and Assessment and performance is checked by audit of tax records, books and complaints received from the public. Does related work as required.

TYPICAL WORK ACTIVITIES

Collect and record taxes levied for town, county and school district. This requires the issuance of a receipt, entry of transaction into accounts receivable, balancing cash at the close of the day's business and making a deposit of on hand cash.

Enter tax ledgers with the date and amount of taxes paid.

Upon receipt of tax bills pull tax bills and sends to mortgage institutions to encumber escrow payments.

Ensure that tax bills and assessment on tax rolls are properly addressed to the owner of record.

On County, Town and special district taxes, collects and records mailed taxes, balances daily receipt sheets and cash drawer; correct and verify deposit amounts and making out deposit slips.

Balance tax books, record unpaid tax bills for return to the County Commissioner of Finance; postdates taxes were paid in books.

Answer telephone calls and letters pertaining to incorrect tax payments, late tax payments and inquiries about taxes and properties located in the town.

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of bookkeeping principles and practices.

Thorough knowledge of procedures used in setting up and balancing of ledgers and accounts.

Good knowledge of office procedures and practices.

Ability to operate adding machines, calculators and other office machines

Ability to make arithmetic computations rapidly.

Ability to apply bookkeeping principles to the setting up and maintenance of accounting records.

Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS

At least 3 to 5 years of experience in finance, accounting, tax collection, or a related field suggested.

Send resume to: Lisa Barragan, Receiver of Taxes taxreceiver@townoflysander.org