

TAX COLLECTION/SEWER UTILITY CLERK:

JOB DESCRIPTION:

Under supervision of the Tax Collector, the tax collection/sewer utility clerk (herein referred to as "Tax Clerk") will perform routine, repetitive, noncomplex clerical accounting tasks involved in computing, classifying, verifying, and recording of cash receipts.

Essential Duties & Responsibilities:

The tax clerk is responsible for ensuring our taxpayers have a positive experience and greets all taxpayers in a courteous and friendly manner, treats fellow employees with respect, and efficiently follows all Borough best practice standards.

The tax clerk performs basic clerical duties such as typing, filing, copying, and collating; performs routine arithmetic calculations; performs routine varied clerical tasks involved in keeping accounts of a simple, routine and repetitive nature; checks and compares for completeness various types of documents; opens mail and records tax payments; counts money collected and reconciles receipts; prints, stuff into envelopes, and mails bills; provides the public with basic tax information of a noncomplex nature in person and over the phone; assists with other office staff functions as needed. Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal and customer service skills.
- Ability to follow verbal and written instructions.
- Proficient with use of computers including Microsoft Office Suite or similar software.
- Knowledge of spreadsheets and accounting software.
- Ability to operate fax machine, telephone, folding machine, and printers.
- Ability to work independently.

Education and Experience:

- High school diploma or equivalent required.
- Two years related experience required.

The Borough of West Wildwood is an Equal Opportunity Employer (EOE) (M & F)

Email Job Application & Resume to dfrederick@westwildwood.org