



Tax Tag Accounting Technician (2980)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 11

Safety-Sensitive: No

Purpose

The purpose of this classification is to post deposits and reconcile bank statements for gratis and property taxes and to renew tags and process titles and property taxes for the Tax Commissioner's Office.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Processes accounts receivable documentation: receives, enters, and balances collection reports, receipts, and deposits for assigned funds and accounts; verifies accuracy and completeness; prepares and submits deposits; tracks, records, and documents discrepancies and errors; monitors, verifies and reconciles bank statements; views and prints credit card processing settlement reports; disburses funds to appropriate accounts; and prepares and maintains related reports and records.

Provides customer service: provides information and answers questions and concerns; investigates and resolves questions, issues, and technical problems related to motor vehicle tags, tax accounts, and department procedures; and directs customers to appropriate department or individual as necessary.

Processes motor vehicle titles and tags: reviews titles and tags; verifies information; receives payments for titles and tags; processes titles and tags by entering data in computer and issuing tag; and files and maintains associated documentation.

Processes motor vehicle tag renewals: receives pre-bill or driver's license from customer to renew tags; finds customer information in computer program; verifies customer address and vehicles; receives payments for vehicles; and receives and files documentation after customer has signed.

Processes property and mobile home tax payments: performs cashier duties; calculates various taxes and fees; assesses penalties; receives monies in payment of taxes, fees, insurance lapse fees, fines, and other departmental fees or services; records transactions; issues receipts; makes cash drops; balances cash to documentation; performs daily balance of cash, check, credit and debit transactions; and secures cash drawer at close of day.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by one year of experience in tax accounting work.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires mild differentiating in recognizing and identifying similarities or differences in colors, forms, sounds, textures and/or physical appearances associated with objects, materials, ingredients, and people. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019