

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: 0-4 Clerk Tax Office

REPORTS TO: Assistant to the Superintendent for Finance and Administration

JOB SUMMARY: Performs a variety of secretarial/clerical routines associated with the assigned office or department.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Ensure accuracy of real estate tax duplicate through reconciliation of County and School District records. Adjust tax duplicates as required.
2. Prepares for and coordinates mailing of tax bills.
3. Reconciles monthly tax duplicates (by type of tax), cash receipts (site by site), and the gross tax due to ensure accuracy of district records.
4. Monitors the accuracy of tax collector records, timeliness of recording transactions and depositing receipts.
5. Reviews tax duplicate correction notices.
6. Verifies unpaid real estate and per capita tax bills for the year and prepares the delinquent reports.
7. Ensures timely submission of accurate delinquent reports to the tax claim bureau and other collection agencies or organizations.
8. Communicates and disseminates accurate information to the tax collectors on a timely basis.
9. Notifies the Counties of the current millage rate and all other information required to prepare the interim tax bills.
10. Prepares reports as requested by the administration; coordinates compilation of data for auditors; prepares and coordinates Act 80 information; and, coordinates the preparation of the Public Utility Report.
11. Acts as a team leader for the department.
12. Performs all duties of the 0-3 Business Office Clerk/Secretary as contained in the job description.

QUALIFICATIONS: Post high school education; experience in school business and office procedures; excellent verbal, telephone, and written communication skills; possesses knowledge, skill and ability to efficiently and accurately process transactions in a positive and professional manner; team player; ability to establish goals in order to meet deadlines; knowledge of school district accounting and school code structure.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

CLASSIFICATION: Support staff; Clerical 12 month classification. Cabinet Code – G.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

8/3/06-bac