

POSITION DESCRIPTION

Seasonal Clerk Typist (Revenue Collections)

Position: Seasonal Clerical Typist (Revenue Collections)
Reports To: Revenue Collections Manager
Group/Department: Finance/Revenue Collections
Work Location: Sidney Municipal Building

Position Summary:

The Seasonal Clerk Typist position is responsible for assisting the department staff with job duties associated with the seasonal influx of withholding data (W2's), tax returns and other tasks as assigned.

Job Dimension:

The Revenue Collections office is a division of the Finance Department. This office is responsible for billing and collecting of the majority of the City's revenue. In doing so, this office is charged with assisting the public in a way that inspires confidence in the City's integrity, efficiency and fairness. The Seasonal Clerk Typist position reports directly to the Revenue Collections Manager.

Nature and Scope:

The Seasonal Clerk Typist (Revenue Collections) is responsible for the data entry of W2 information and reconciling this data to the employer's W3 forms. This employee will also receive income tax returns, receipting them in the income tax software. It is expected that this position will also input and process tax returns as needed. The position may assist with other tasks as assigned.

Major Challenges:

- Maintaining attention to detail during repetitious entry of data.
- Being patient and attempting to work through problems and find solutions.

Other Requirements:

- Experience using a computer for data entry. Spreadsheet and word processing skills may be utilized.
- Experience using office equipment including but not limited to a calculator, copier, and fax.
- Ability to develop good working relationships with coworkers, supervisors and city staff.
- Provides other duties as assigned by the Revenue Collections Manager or Income Tax Administrator.

Qualifications:

- High School diploma or GED equivalent.
- Clerical training from high school or other training institution.
- Experience working with income tax returns