

## **Tax Clerk & Analyst**

### Full Job Description:

Tax Clerk and Analyst working with tax records and payments making certain entries are current and accurate as well as assisting tax payers with the filings of the Business Privilege-Mercantile Tax Returns and Township and School District taxes. This position will also be required to work with the Finance Officer and Finance Office personnel on various projects and assist as the need may arise.

### Job Details:

#### Compensation:

- Hourly Wage \$17 per hour

#### Job Type:

- Flexible Time

### Responsibilities:

- Processing tax returns and payments to include but not limited to:
  - Proper filing
  - Proper inputting of data
  - Accurate processing of received payments
  - Reviewing, analyzing & auditing returns when required
- Interacting in an in person, phone or email format with community members to provide answers to questions, information and resolve issues or concerns
- Required to work with Finance Officer and all other office personnel on various projects or provide assistance in which the need may arise

### Qualifications:

- Experienced and skilled in computer technology
  - Knowledge & experience in Microsoft Office (Excel & Word)
  - Knowledge & experience in web based searches and general online platforms
  - Knowledge & experience in an email environment through effective construction, forwarding & replying to messages
  - Base line knowledge to provide acquisition of ability to work with software related to tax records and finance
- Basic clerical knowledge in completion of forms, filing and other office activities
- Effective communication skills for positive productive interaction with community members through in person, telephone and email venues.

### Schedule:

- 8 hours per day
  - 8:00 AM to 4:30 PM
  - 30 minute lunch break

**INTERESTED PARTIES SUBMIT LETTER OF INTEREST AND RESUME TO**

**MARC LIEBERSON**

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