



Senior Accounting Technician Tax Commissioner

TC/4 - 204

JOB SUMMARY

This position is responsible for supervising and participating in the processing of tag and tax payments.

MAJOR DUTIES

1. Prepares bank deposits.
2. Orders tag and decal inventory.
3. Checks title applications for accuracy and completeness.
4. Provides information and assistance on the telephone and in person.
5. Requests out of state titles from lien holders.
6. Prepares correspondence in regards to returned checks.
7. Processes TAVT daily from the purchase of vehicles from dealerships/.
8. Disburses collected taxes to appropriate entity.
9. Processes refunds on appeals for TAVT and Ad Valorem Tax.
10. Corrects transaction errors.
11. Processes online renewals.
12. Balances bank statements.
13. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of state laws and regulations regulating the collection of taxes.
2. Knowledge of computers and job related software programs.
3. Knowledge of generally accepted accounting principles.
4. Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
5. Skill in public and interpersonal relations.
6. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Tag Agent Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include county policies and procedures, Georgia Department of Revenue Rules and Regulations, and the Official Code of Georgia, Annotated. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related tax collection accounting duties. The need for accuracy contributes to the complexity of the position.
- The purpose of this position is to balance assigned accounts. Success in this position contributes to the efficiency of tax collection activities.

CONTACTS

- Contacts are typically with co-workers, members of the general public, bankers, and recipients of direct services.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Lead Tag Clerk (2) and Tag Clerk (6).

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.