



JOB ANNOUNCEMENT

ACCOUNTING TECHNICIAN I – SALES TAX

PERMANENT FULL-TIME POSITION

37.5 hours per week

\$21.60 - \$23.06 Hourly (DOQ)

\$42,120.00 - \$44,967.00 Annually (DOQ)

Are you knowledgeable in standard accounting transactions and account record keeping systems?

Do you have the ability to apply and explain laws, rules & regulations?

If you answered "yes" to these questions, then come join the team in the Sales Tax Division of Finance!

This is a fully benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular wage increases, an excellent health insurance program, leave, and retirement credit through PERS (Public Employees' Retirement System).

RESPONSIBILITIES

Under supervision of the Sales Tax Administrator, responsible for performing merchant account maintenance duties related to the operation of the Sales Tax Program. Basic knowledge of data entry, accounting principles, procedures and sales tax law is required.

Typical responsibilities include the following:

- Tax return data entry, review and analysis.
- Determines the entries required to bring merchant accounts into balance. Prepares journal entry adjustments and control sheets that reflect entries to be made.
- Prepares encumbrances, expenditures, adjustments, billings and other transaction documents for each account.
- Maintains records of transactions and status of accounts.
- Researches current accounts, previous reports and source documents to develop specified information not available from current account balances.
- Assists in the collection of delinquent revenues; contact taxpayers concerning account, arrange for repayment schedules, and track status of accounts.
- Within area of functional responsibility, identifies significant changes in account balances and reviews transactions to identify the actions that caused the changes.
- Prepares reports reflecting the examinations made, discrepancies noted and the corrective entries required to adjust accounts.
- Within the work unit, reviews the efficiency of account maintenance procedures and makes change. Recommends the need for improved coordination, additional training and clarification of procedures to reduce errors or processing delays.
- May lead lower level positions who process a variety of account records, documents and transactions.
- Performs other related work as assigned.

MINIMUM QUALIFICATIONS

Education: High School graduation or the equivalent.

Experience: One (1) year of clerical accounting related experience which includes financial data entry and reconciliation.

CONTINUED ON BACK SIDE

Substitution: Two (2) business related courses from an accredited college may substitute for six (6) months of the experience on the basis of 3 semester/4 quarter hours per class.*

*Transcripts that indicate the credit hours earned for the specific course work will need to be included with the CBJ application.

NOTE: This position is union represented.

NOTE: This is a benefited position. For more details about benefits, please visit the following website:
<http://www.juneau.org/personnel/benefits.php>

CLOSING DATE

A completed CBJ application form, Number P001, and ***any applicable transcripts*** must be received by the Human Resources & Risk Management Department by close of business (4:30PM Alaska Standard Time) on **June 2nd, 2017**.

WHERE TO APPLY

Mail completed application to:

City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward St.
Juneau, Alaska 99801
www.juneau.org/human_resources

OR Visit:

<http://www.juneau.org/personnel/jobs.php>
for instructions on how to submit an application
via email

Drop off completed application to:

City and Borough of Juneau
Human Resources Risk Mgmt. Department
107 Municipal Way, Suite 101
Juneau, Alaska 99801

OR Fax completed application to:
(907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER