

**HAINES BOROUGH**  
**JOB DESCRIPTION**  
**SALES TAX ACCOUNTANT**

**SUMMARY:** This position is the principle staff person responsible for collecting sales taxes, issuing business licenses, and monitoring compliance with Borough business licensing and sales tax code. Additionally, as a team member of the accounting department the incumbent will provide customer service and perform various accounting duties including, but not limited to, accounts payable, accounts receivable, cash receipting, property tax collection, reconciliations, general journal entries, and creating bank deposits. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

**EXAMPLES OF DUTIES**

1. Receive and process all sales tax reports.
2. Collect delinquent sales tax using procedures set forth in Borough code.
3. Administer Borough business licensing including updating owner information, processing renewals, and investigating unregistered businesses.
4. Provide assistance to merchants and taxpayers for complying with sales tax and business licensing code including answering routine inquiries as well as developing educational materials.
5. Research and analyze Borough code, court decisions, and other pertinent law in order to make determinations on the taxability of specific merchant transactions.
6. As necessary recommend revisions to the code which may be required for equitable administration of sales taxes and business licensing.
7. Assure the confidentiality of sales tax records by implementing appropriate procedures.
8. Prepare bank deposits.
9. Assist with accounts payable processing as needed by issuing purchase orders, processing invoices for payment, and printing checks.
10. Collect property tax, harbor payments, utility payments and other accounts receivable as needed.
11. Perform clerical functions as directed by the Chief Fiscal Officer.
12. Cross train with others in the Finance Department as directed by the Chief Fiscal Officer.
13. Other duties as assigned by the Chief Fiscal Officer.

**KNOWLEDGE, SKILLS AND ABILITIES**

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Knowledge of basic office procedures, principles and practices.
2. Knowledge of word processing, spreadsheet, and database software.
3. Ability to define problems, conduct research, organize data, reason logically, and draw valid conclusions.
4. Ability to analyze financial records.
5. Skill in communicating, both orally and in writing.
6. Ability to understand and interpret Borough code.
7. Ability to maintain confidentiality of information and records as required by Borough Code.
8. Skill in being courteous and effective with the public.
9. Ability to work cooperatively as part of a team.

**MINIMUM EMPLOYMENT STANDARDS**

1. High school education or equivalent and a minimum of four years prior accounting experience, or an associate's degree in accounting with two years of experience.
2. Experience with a governmental entity is desirable.
3. Must be able to sit at a computer station for long periods.
4. Must be able to move around, stoop, kneel, and crouch in order to coordinate work.
5. Ability to regularly lift up to ten pounds and to occasionally lift up to forty pounds.