

Hendricks County

Treasurer

JOB ANNOUNCEMENT:

Tax Processing Deputy

Title: Tax Processing Deputy
Department: Treasurer

FLSA: Non-Exempt

Job Summary:

This position entails collection of property taxes. The role is a front-line position working with a diverse population of both taxpayers (Individual and Business) and various financial and government offices. This lead role is also responsible for coding County records, balancing County tax collection funds, and requires demonstrated ability and efficiency in computer and accounting skills. In this position with processing of taxpayer funds, the role requires handling of cash, credit card information and direct deposit data.

Essential Job Functions:

- Process and electronically document tax payments received in person, by mail or direct deposit.
- Balance receipts and taxpayer funds daily via multiple funded drawers based on method of payment.
- Provide tax information to title companies, mortgage companies and taxpayers in person, serving at the Government Center counter or by phone.
- Process and assist taxpayers and abstractors with research, questions and tax payments.
- Coding of Government employees. Research on semi-annual basis all government employees delinquent on property taxes and process for payroll deductions.
- Oversee and initiate the Tax Refund Exchange & Compliance System
 - Work closely with the Association of Indiana Counties and Indiana Department of Revenue.
- Ensure that taxes are current on mobile homes prior to authorizing a mobile home moving and/or transfer of title permit.
- Ensure all taxes are current on businesses and properties applying for Alcohol Beverage Commission permits.

- Prepare all outgoing mail and collect and distribute incoming mail.

Basic Qualifications:

- Qualified candidates will have the following:
 - High school diploma, or equivalent GED
 - Ability to work independently and to interact with various and diverse levels of employees and external customers.
 - Ability to execute business processes, as well as develop and implement new processes as needed.
 - Strong accounting skills
 - Proficient computer skills and especially Microsoft Excel and Word
 - Must be able to build spreadsheet with formulas.
 - Test may be given
 - Ability to operate basic office equipment
 - Good organizational skills
 - Strong math aptitude
 - Test may be given
 - Ability to communicate well, both verbally and writing
 - Proficient knowledge of general office practices, such as filing, record keeping and phone etiquette
 - Attention to detail
 - Bondable

Desired Qualifications:

- Associate Degree in Accounting, Finance or Business
- Work experience in finance/banking
- Demonstrated written and oral communication skills
- Demonstrated ability to build relationships with diverse groups

Responsibility:

Incumbent works under established guidelines and procedures, but must use problem solving skills to balance funds, correct taxing errors, count large quantities of money and ensuring all office processes are followed. Errors in work can cause significant inconvenience to the public or significant financial loss to the County.

Working Conditions and Physical Demands:

Work is performed in a public facing but standard office environment.

Applications may be downloaded at <http://www.co.hendricks.in.us> or picked up in person at the Hendricks County Human Resources Department.

To Apply:

Applications may be sent to:
Hendricks County Human Resources Department
355 S Washington Street #100
Danville, IN 46122