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Bristol Bay Borough

Job Description

TAX CLERK

Posted 07/27/2022 by the
Borough Clerks Office
Closing August 17th @ 2:00 PM
Applications can be found on the
Borough's website bbbak.us
Send to stibbetts@bbbak.us

Department:	Finance
Immediate Supervisor:	Finance Officer
Positions Supervised:	None
Step Classification:	S-H, \$69,059 to \$103,818
Terms:	Permanent Full Time Position

Qualifications:

Must be 18 years or older, high school diploma or GED required. A bachelor's degree in business, finance, or Public Administration is desired, but not required. Must be proficient with all standard office practices and related PC equipment, including spreadsheets. Must have a valid Alaska driver's license and undergo a pre-employment drug test.

Responsibilities:

Include accounts receivable processes, taxes, cross-trained in all fiscal activities, including payables, payroll, and other finance processes. Maintains internal controls and separation of duties, for all processes.

While performing the duties of this job, the employee is regularly required to sit for long periods of time and work in front of a computer for extended periods of time. The employee frequently is required to talk and/or listen. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Duties and Tasks Performed:

The following are examples of some, but not all, duties and tasks performed by this position.

- Deposits all Borough monies and prepares receipts for all income from real and personal property taxes, raw-fish taxes, dock receipts, transient occupancy taxes, and flat tax.
- Maintains current address list of all taxpayers for mailing of annual personal property declaration forms and assists in the mailing process.
- Reviews documents for the addition of new taxpayers with the Planning Department

- Prepares assessment notice and tax statements for involuntary and supplemental tax rolls using a schedule of boat values approved by the Assembly in addition to blue book values for inboard and outboard motors, heavy equipment, pleasure boats, etc. Mail same on dates established by ordinance.
- Prepares and mails invoices from dock, wharfage and service reports when the dock is open, landfill invoices, and wastewater invoices.
- Prepares correspondence pertaining to dock invoices and taxes including directives and newspaper articles as needed.
- Submits monthly statements to all taxpayers and dock invoice recipients who have accounts in arrears, including penalty and interest charges, wastewater, and landfill.
- Performs all other duties as assigned.

Summary of Duties and Task Performed:

1. Prepares receipts for deposit of all Borough monies
2. Real and Personal Property
3. Raw Fish Tax
4. Transient Occupancy Tax
5. Flat Tax
6. Port Receivables
7. Landfill Receivables
8. Pool Receivables
9. Library Receivables
10. Waste Water Receivables
11. Contract Billing
12. Collections
13. Employee will be trained as the backup for payables, payroll, and other finance processes
14. Performs other duties as assigned

Acknowledgment

I understand the duties of my position as contained in this job description

Employee Signature

Date

This job description is accurate and has been reviewed with the employee

Supervisor Signature

Date

THE BRISTOL BAY BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER