

ROOM TAX COLLECTION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a highly important, confidential account keeping work involving responsibility for the frequent exercise of independent judgment and interpretation of Local Law in planning and managing complex account keeping. Responsibilities may also include running payroll and audit checks, which requires independent judgment in problem solving. The work is performed under general supervision, of the County Treasurer and in accordance with outlined objectives, policies and detailed procedures. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment, if recommendations are made.

TYPICAL WORK ACTIVITIES:

Assigns, reviews and oversees the records and reports of subordinates;

Reviews and checks accuracy of financial records of Motels, Hotels, etc. in the County to ensure compliance with local laws;

Revises and develops improved work procedures and methods and installs those approved by superiors;

Handles complaints, suggests solutions to problems and generates correspondence;

Assists superiors in the preparation of budget information, collection of data, and compiling of statistics;

Schedules work loads and flow and coordinates the work with that of others both inhouse and out;

Compiles, prepares and analyzes complex records and reports;

Classifies a complex variety of receipt and expenditures and distributes costs according to a prescribed code;

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Interprets and implements local Room Tax Law;

Supervises and reviews the checking of complex account-keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;

Maintains all Room Tax applications, returns, correspondence, reports and determines the information to be disseminated and what must be kept confidential;

Operates computing, calculating, check writing and other office machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Extensive knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology, procedures and equipment; through knowledge of business English; ability to plan, assign and supervise the work of account keeping and clerical assistants; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately' ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulation; ability to interpret and apply the terms and conditions of local laws; good judgement in solving complex account-keeping problems; a high degree of accuracy, initiative and resourcefulness; tact; and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in business

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administration, accounting or related subjects; or

- (B) Graduation from a regionally accredited college or university one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in business administration, accounting or related subject and two (2) years of progressively responsible experience in maintaining or checking financial records or reports; or
- (C) Four (4) years of progressively responsible experience in maintaining or checking financial records or reports; or
- (D) An equivalent combination of experience and training as defined by the limits of (a), (b), and (c) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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