



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

ACCOUNTING TECHNICIAN, Privilege Tax

Pay Grade: 48 Pay Range: \$13.75 to \$19.25 per hour
New employees usually start at beginning level of pay range.
Candidate of choice must pass pre-employment drug test.

Qualifications: Education and/or experience equivalent to two years full time bookkeeping, accounting or closely related work. Experience in public sector customer service environment preferred.

Special Requirements: Candidate of choice must pass pre-employment drug test, fingerprint and background investigation.

Tasks: Provides a high level of customer service in the processing of privilege tax licensing and tax collection which includes auto use tax and privilege tax desk reviews; responds to citizen inquiries and provides assistance in completing reporting forms; accepts payments and provides receipts; verifies and scans forms into the City system; reconciles daily cash receipts; provides applications and collects appropriate fees; maintains multiple data bases; follows-up on taxpayer requests; generates a variety of regular and ad hoc accounting reports.

Knowledges, Skills, and Other Characteristics: Knowledge of: Governmental accounting procedures and fiscal policy; a variety of computer software, including word processing, database and spreadsheet applications; general office procedures, methods and equipment; public relations; customer service principles, practices and techniques; specialized accounting or business practices and methods appropriate to area of assignment. Skill in: performing specialized accounting functions; operating a variety of office equipment, including computer, scanner, telephone, 10-key and calculator; the use and interpretation of accounting terminology; utilizing public relations techniques in responding to inquiries and complaints; maintaining basic accounting records and report preparation.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Applications must be received by 5:00 p.m. September 6, 2005

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
928-777-1315 800-748-6205 TDD: 928-777-1100 Fax: 928-777-1213

Email: personnel@cityofprescott.net Visit our website at: www.cityofprescott.net Job Hotline: 928.777.1280
EOE/M/F/V/H/D/NSE Posted: August 30, 2005

Mark Woodfill _____
Budget/Finance Director

Jolaine Jackson _____
Human Resources Manager

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits.
PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable

accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.