

Worcester County Job Opportunities

DEPARTMENT: TREASURER'S OFFICE
JOB TITLE: ACCOUNTING INTERNSHIP (SUMMER INTERNSHIP- 344 HOURS)
COMPENSATION: GRADE 8/ STEP 1 \$ 12.39 HOURLY
APPLICATION PERIOD:

JOB SUMMARY: This individual is responsible for learning about and assisting with the collection and processing of County revenues. This revenue includes, but is not limited to, Real Estate Property tax, Personal Property tax, permits, fees and other governmental department's deposit collections and reports to the Assistant Finance Officer, but is under the direct leadership of the Finance Officer.

GENERAL REQUIREMENTS:

- Pre-employment background check

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Post tax payments to automated system;
- Wait on and process tax payments received from taxpayers;
- Prepare cash deposits from payments received from taxpayers;
- Open and review mail, and process tax payments as appropriate;
- Assist in processing miscellaneous revenue items including, but not limited to, permits, MVA tag sales, service charges and miscellaneous fees;
- Receive and prepare other government department's deposits as required;
- Answer telephone questions regarding tax processing and payments as needed;
- File supporting tax processing and payment records;
- Assist in tax mailings;
- General clerical duties including minor typing and any reports requested;
- Adhere to the Worcester County Government Personnel Rules & Regulations; and work in a pleasant and harmonious manner with co-workers and the public;
- Perform other related duties as required.

QUALIFICATIONS AND SKILLS:

- High School Diploma or equivalent with emphasis in Accounting;
- Must be Computer Literate; experience with Microsoft Word and Excel required. Experience with New World preferred.
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers;
- Ability to apply acquired knowledge to increasingly varied and complex tasks;
- Familiar with modern office practices and procedures including the ability to operate office equipment, such as FAX machines, copiers and calculators.

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.