**Job Announcement**

**Municipal Sales Tax Technician**

**The Alaska Municipal League is seeking applications from interested persons for the position described below. Completed resumes can be submitted to the Alaska Municipal League Executive Director Nils Andreassen at** **nils@akml.org****. This position will remain open until filled.**

**SUPERVISION RECEIVED:**
Works under the supervision of the Sales Tax Administrator, in coordination with the Program Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Serve as primary customer service contact for the Alaska Municipal Sales Tax Program (AMSTP), assisting businesses and the general public with inquiries via phone or email.
* Performs data entry of tax filings and payments submitted by businesses.
* Performs daily and monthly reconciliation of tax filings and payments.
* Assist management with clerical assignments such as printing and mailouts.
* Perform outreach to new businesses, providing them with information about the program and assisting with their understanding of how to be in compliance with program requirements.
* Assist management with delinquencies research and outreach.
* Assist management with outreach to unregistered businesses.
* Send system notifications to registered businesses with necessary updates and tax law changes.
* Attend and prepare minutes for board and committee meeting notices.
* Achieve and maintain advanced working knowledge of business licensing and sales tax collection trends, issues and processes; and legal, investigational and ethical aspects of collections and related resources.

**PERIPHERAL DUTIES:**

* Performs other assignments and projects as assigned by management.
* Perform related duties and responsibilities, as required.

**MINIMUM QUALIFICATIONS:**

* High school diploma and three (3) years of responsible accounting / bookkeeping experience with customer service required, preferably sales tax related.
* Strong experience with Microsoft Office suite, specifically Microsoft Excel.
* Strong attention to detail, combined with analytical skills.

A combination of education and experience will be considered.

**SALARY & BENEFITS:**

Full-time, 37.5 hours per week. Hours are 8:00am – 4:30pm.

Starting salary will be $24.00 / hour, with benefits including full health coverage, retirement match, and additional, standard benefits.