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Member of the National League of Cities and the National Association of Counties

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 \$55,000 annually, with benefits including full health coverage, retirement match, and additional, standard benefits.