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| Description: TWPLOGO***Act 511 Accounts Receivable Clerk (III) (Full-Time)***Upper Merion Township, located in King of Prussia, PA is looking for an energetic and highly motivated  ***Act 511 Accounts Receivable Clerk (III)*** who will report directly to the Accounts Receivable Director. The ***Act 511 Accounts Receivable Clerk (III)*** is responsible for to assist in the collection and posting of Act 511 taxes and maintaining the business tax database. The incumbent interacts directly with the public and is responsible for processing information confidentially, with a high degree of accuracy and with minimal supervision.The  ***Act 511 Accounts Receivable Clerk (III)*** will be responsible for (including, but not limited to):* Receive funds and credit receipts to appropriate accounts.
* Input, access and retrieve data from computer database.
* File records; update and maintain computer database of taxpayers and business accounts.
* Process tax forms for annual mailing.
* Confirm status of delinquent taxpayers.
* Resolves both major and minor discrepancies concerning all Act 511 Tax issues.
* Answers telephone and mail inquiries from tax payers.
* Process all 511 tax returns (input, post and reconcile).
* Prepare data for compliance auditor to conduct audits.
* Prepare delinquent reports and notices for internal and for mailing to tax payers.
* Organize, tax returns with credit amounts for refunds.
* Serve as a backup for 511 mail sorting.
* Will help out as a backup with the Itinerant Merchants and Amusement tax compliance.
* Working with LST payroll companies for compliance and accuracy.
* Serve as backup for the Accounts Receivable function as directed.
* Preparation of deposits and reports.
* Cash receipts verification to include spreadsheet tracking.
* Additional back up for cashier.
* Processes Administration Department mail as directed.
* Performs other work as required.

**Minimum Education, Training and Abilities Required:*** Four (4) years of experience in accounting, bookkeeping and receivables.
* Minimum Two (2) years accounting or business education at a college level.
* Experience with local, State and Federal tax return preparation.
* Reads and accurately interpret tax returns, audits and Township tax ordinances.
* Ability to understand and follow instructions.
* Effective oral and written communications skills.
* Ability to perform basic mathematical calculations.
* Computer operations to include work processing and spreadsheet software programs.
* Works independently with minimal supervision.
* Works well with others.
* Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

**How to Apply**:* For immediate consideration, applicants should complete an employment application by visiting

<https://www.umtownship.org/?wpfb_dl=3158> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. Applications will be accepted until position is filled. **EOE** |