

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN # 22-23-224
MAY 2023**

**SCHOOL TAX COLLECTOR
POUGHKEEPSIE CITY SCHOOL DISTRICT**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

SCHOOL TAX COLLECTOR

APPLICATION:

Candidates must complete an application available to print through the Human Resources Tab HR Forms / Non-Professional Application

www.poughkeepsieschools.org

QUALIFICATIONS:

Graduation from high school and suitable years of general business experience, at least one of which shall have involved responsibility for keeping or auditing accounts, or any satisfactory equivalent combination of the foregoing education and experience. Some knowledge of methods used in keeping financial accounts and records; some knowledge of the laws, regulations, procedures and policies as they relate to school district finances; ability to follow oral and written directions and to prepare correspondence, reports, and other materials; integrity; good accounting judgment.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

PCSD is actively searching for people who are passionately committed to improving educational options for urban students, and who are prepared to take on the challenging work of systemic school change.

This is routine clerical work which calls for considerable accuracy and trustworthiness in collecting and accounting for the large sums of money involved. Employees in this class must be bonded.

Under the leadership of the Assistant Superintendent of Business, the duties of the school tax collector include, but are not exclusively limited to the following:

- Collects school district taxes
- Receives payments of school taxes
- Records payments according to name, address, amount, and time of payment
- Submits list of delinquent taxpayers to city authorities
- Reconciles bank deposits with bank reports and tax software
- Supports grant functions
- Related work as required and other duties as assigned.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

SALARY: \$50,000

FINAL DATE FOR FILING: Open until filled

SEND ALL INTEREST TO : <https://olasjobs.org>
hroffice@poughkeepsieschools.org
Dr. Timothy Wade
Assistant Superintendent of Administrative Services
18 South Perry St.
Poughkeepsie, NY 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age or marital status; nor does it apply any other arbitrary measure, which would tend to deprive persons of their constitutional rights.