

## **Beaver County Hotel Tax Administrator**

### **Position Overview:**

The County Revenue and Hotel Tax Support Coordinator is the main point of contact for short-term lodging providers and works directly with the County Treasurer and the First and Second Deputy Treasurer.

To perform financial analysis, as it relates to the duties below, for the office, and to assure compliance of those functions with federal, state and county policies, procedures and general basic accounting methods; to maintain county financial records; to track, maintain and report all licensing functions within the office.

### **Essential Job Functions:**

1. Excellent customer Service skills
2. Acts of the direct point of contact for current and future short-term lodging providers to register them with the County of Beaver
3. Receive and review and process monthly Hotel Tax Returns (as defined in the Ordinance); verify calculations and payment amounts for each registered hotel
4. Disperse Hotel Tax as defined in the Ordinance
5. Create and maintain monthly reports/statements of hotel tax reported and collected
6. Review books/records for all hotels on periodic basis to determine compliance with required Ordinance
7. Works with the Recreation and Tourism Department in allocating Hotel Tax funds and coordinates with Tourism in best practices
8. Assist Solicitors Office regarding enforce reporting and payment provisions of the Beaver County Hotel Tax Ordinance
9. Complete Right to Know Request as it pertains to Hotel Tax
10. Routinely research the internet and other advertising tools to locate short-term lodging providers
11. Receive and process Hotel Tax payments and maintain files for all short-term lodging providers
12. Prepare and provide short-term delinquency report to the County Treasurer at the end of each month for review
13. Receive and process County Real Estate payments from the County's tax collectors
14. Processing checks and cash from Hotel Tax
15. Track daily, weekly and monthly sales
16. Act as a liaison to the Recreation and Tourism Department rectify any problems encountered
17. Scan and prepare daily deposits
18. Rotate Treasurer's Office files in accordance with the Record Retention Policy

19. Prepare daily and monthly sales reports for these agencies and meet deadline requirements:
  - Hotel Tax
  - PA Dog Law
  - PA Game Commission
  - PA Fish Commission
20. Will assist the Tax Administrators when busy.
21. Have knowledge of Small Games of Chance, Hunt, Fish Dog License and process these when needed
22. Maintain a cash drawer and balance daily
23. Have the ability to make change and accurately account for daily transactions
24. Assist with end of day balancing
25. Attend training as needed
26. Work with other counties who collect Hotel Tax
27. Must have the ability to work with fractions and excellent math skills
28. Minimal travel and overtime as needed
29. Flexible schedule
30. Answers phone and help customers that come into the Treasurer's Office
31. This year we will be implementing a Hotel Tax Online Portal and this person will be the point person migrating to an online system. They will assist the Hotels with implementing and teaching them the process

**Other Duties:**

1. Gather mail and retrieve from the mail room. Opens and dispenses the mail; performing other clerical duties within the office as necessary
2. Attend meetings and/or training as required
3. Perform other job-related duties as required
4. Assist others with overflow of duties

**Work Experience:**

High school diploma or GED; supplemented by college level course work or vocational training in business; supplemented by up to one (1) year previous experience and/or training involving accounting; or an equivalent combination of education, training, and experience.

Candidate will have the ability to maintain large sets of excel data, automating daily tasks through formulas. Will have the ability to create templates using existing data. Employee will be versed in financial modeling, data analysis, creating graphs and charts.

**Physical and Mental Conditions:**

1. Must be punctual and adhere to a daily work schedule

2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching as necessary to carry out job duties
3. Light work with occasional lifting/carrying of objects with a maximum weight of 50 pounds
4. Must be able to cope with the physical, mental and emotional stress of the job
5. Must be able to pay close attention to details and concentrate on work

### **Performance Skills and Competencies**

**Organizing and Prioritizing:** Efficiently manages time, workload and resources. Effective time management and monitoring progress.

**Detail-Oriented:** Exercises extreme attention to detail. Thorough, accurate, organized and productive. Understand both the cause and effect of a situation.

**Communication:** The ability to listen, observe and empathize. The ability to convey information to another effectively and efficiently through written and oral communication.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Problem Solving:** The ability to solve problems in an effective and timely manner. The ability to define the problem, generate alternative solutions, evaluating and selecting the best alternative and implementing the selected solution

**Confidentiality:** Required to keep sensitive business and private data confidential.

**Teamwork:** The ability to work well with others during conversations, projects, meetings or other collaborations.

**Professional Integrity:** Maintains appropriate ethical behavior, shows strong adherence to moral and ethical principles and values such as honesty, honor, dependability and trustworthiness.

**Promptness:** This position is from 8:30AM to 4:30PM with an hour lunch which is flexible between the hours of 11AM to 2PM. Because this is a salary position, there will be times when the need for staying after or before normal working hours.

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified

individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.