

Accounting Technician

Open Clerical/Administrative Support | Full Time

Posting Start Date

03/06/2026

Posting End Date

Open Until Filled

Descriptions

Salary Information:

\$16.68/ per hour at Step 1.

Job Duties Include:

Collect taxes through counter collections and payments received by mail and process as appropriate. Prepare tax statements, warrants, notices, and forms as needed. Maintain various types of paper and electronic files for personal property and real estate taxes. Prepare and update information for website. Verify accounts and taxing units. Deposit paid-in from previous workday. Add totals from registration fees, property taxes and refunds. (Verify through CIC the daily refund report). Monitor redeemed tax foreclosure property. Provide information to the public. Answer the telephone. Record monies received and paid out. Make copies and send faxes. Create invoices and statements for miscellaneous billing and collection activities. Update Treasurer s website. Perform other office functions as assigned by management. Check and adjust daily MV Tax Codes. Process Kipp Sewer, Antiques, and Escrow Payments. Make motor vehicle tax and tag refunds to taxpayers. Verify and provide cash pay outs for District Court witness fees. Count and balance cash drawer daily. Establish and maintain effective working relationships with fellow employees, officials, and the public. Assist the customers in a courteous and professional manner. Research and prepare records for customers. Assists customers with Unclaimed Property searches from the State Treasurers Office. Maintain MV state Certification and additional training as warranted. Train on all types of motor vehicle transactions on an as needed basis. Become knowledgeable of Kansas statutes and KDOR policies and procedures pertaining to registration and renewals. Work with customers in a courteous and professional manner to provide necessary information and paperwork for processing vehicle title and registration applications, corrections, refunds, lien releases, registration renewals and other Tag Office duties as assigned. Perform telephone reception and provide information relevant to vehicle registration and licensing. Perform daily filing. Must be able to do Motor Vehicle and Daily Reports in the events the Treasurer and/or Deputy Treasurer are absent. Responsible for the accuracy of transactions involving cash, checks, credit/debit cards and on-line payments. Balance cash drawers daily and identify discrepancies, take necessary and appropriate actions to correct discrepancies.

Minimum Qualifications:

1. Must have a High School diploma or the equivalent.
2. Must have general clerical skills.
3. Must be able to type accurately.
4. Must be able to work with Excel in developing and maintaining spreadsheets.
5. Must be able to work with the public in a congenial manner.
6. Preferably have general knowledge of computer operations.

Physical Requirements:

Determined Work Level: Level 2 - Sedentary Work—Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently. Involves sitting most of the time but may involve walking or standing. Ability to communicate ideas by means of the spoken word. Must be able to give directions and greet people at the counter and on the phone. Must have necessary fine and gross manual dexterity to operate computer, telephone, calculator, and typewriter.

Veteran's Preference:

Former military personnel or their spouse that have been verified as a veteran under K.S.A. 73-201 will receive an interview if they meet the minimum qualifications of the position and successfully pass any required pre-employment testing or any requirements such as licensing. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring officials. To be successful, the expectation is that a candidate will be able to competently perform the routine tasks of the position with limited supervision by the end of the probationary period of covered positions.

[Veteran's Preference Notice](#)

[Veteran's Preference Eligibility Request Form](#)

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