

# York Adams Tax Bureau Compensation Package

**POSITION:** OFFICE ASSOCIATE

**Email Resume:** info@yatb.com

## **FINANCIAL COMPENSATION**

- Hourly rate: \$20.00/hour
- Hours: 37.5 hours per week. Monday – Friday 8am - 4pm with a half hour unpaid lunch.
- Overtime: \$30/hour
- Wages are increased at the beginning of each year.

## **RETIREMENT PLANNING**

- Pension: The Bureau provides a defined contribution Money Purchase Pension Plan to employees who have completed (1) full year of service with a minimum of 1,000 hours worked during the during the plan year. Employer contribution is 10% of participant’s annual compensation (excluding overtime). Vesting is specified in the plan.
- 457B Plan: Bureau matches 1/2 of the employee contribution with the max Bureau contribution capped at 3%. Employees are eligible for this benefit after 90-days of employment.

## **BENEFITS**

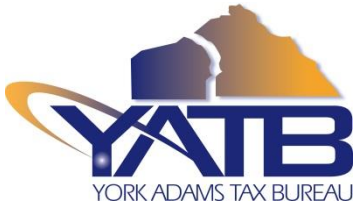
- Medical, Vision, and Dental insurance: Employees are eligible to enroll in the medical plan after the 90-day onboarding period.
- Short Term Disability, Long Term Disability, AD&D, and Life Insurance: Provided by Bureau after the 90-day onboarding period.

## **TIME OFF**

- Vacation
  - Five days paid vacation after 6 months.
  - Ten days paid vacation after one year.
  - Fifteen days paid vacation after seven full years of service.
  - Twenty days paid vacation after twelve full years of service.
- One (1) personal day after one full year of employment.
- 10 Paid Holidays
- Sick Leave
  - 10 days per calendar leave for employees with one full year of employment.
  - Pro rata amount of sick days after (90) day onboarding period.
  - Sick leave may be accumulated year to year, up to a maximum of fifteen days.
- Bereavement Leave
  - Three (3) paid workdays off for death in the immediate family or household member of an employee.
  - One (1) day off for the death of a near relative.

## **OTHER**

- Summer hours: Option to work a 4-day work week during the summer (Memorial Day through Labor Day).
- Compensatory time off: Employees can earn 75 hours of compensatory time off.



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## **ABOUT THE BUREAU**

YATB was named the Act 32 Collector for York and Adams counties. The Bureau has 124 members, including the school districts and municipalities. In addition to Earned Income Tax, YATB also collects Local Services Tax, Mercantile Business Privilege Tax, Per Capita Tax, Delinquent Per Capita and Occupational Taxes and Real Estate Taxes.

The York Adams Tax Bureau is committed to efficient, cost-effective administration and collection of local taxes for its membership while providing exceptional customer service to individual taxpayers, employers, businesses and the member municipalities and school districts of Adams and York Counties.

## **OFFICE ASSOCIATE**

### **SUMMARY**

An Office Associate is responsible for the performance of basic clerical duties, paraprofessional accounting and account-keeping tasks with a minimal amount of supervision. An Office Associate is required to work on a production basis in the performance of clerical duties, data collection, data entry, data maintenance and customer service functions.

### **PRIMARY DUTIES and RESPONSIBILITIES**

- 1) Implements the Tax Bureau's policies.
- 2) Maintains all correspondence necessary for the operation of the Tax Bureau.
- 3) Assists taxpayers and businesses in understanding the provisions of the various ordinances, amendments and Rules and Regulations governing local taxation within the York Adams Tax Bureau's member taxing jurisdictions.
- 4) Performs the routine data entry of employer, municipality and taxpayer returns. Sets up new accounts when necessary, corrects data as required and identifies duplicate and/or accounts to be terminated by the Data Analysts.
- 5) Enters tax payments into cash receipt system, balances daily cash receipts batch, and prepares bank deposit.
- 6) Operates computer terminal, calculator, facsimile and other office machinery.
- 7) Enters data such as name, address, income and tax information into computer databases.
- 8) Able to handle diverse situations.
- 9) Reconciles and balances employer and taxpayer accounts.
- 10) Assist taxpayers, walk-ins and on the telephone.