



CHRIS DAIGLE
Parish President

23405 Church Street
Plaquemine, LA 70764

Job Summary

Job Title	Department	Reports to	Pay Grade
Sales Tax Clerk	Sales Tax	Director of Sales Tax	Grade 9
Starting Pay Rate	FLSA Status	Supervisory Duties	Work Environment
\$19.62 per hour \$40,809 annually	Non-exempt	No	Office

Job Summary:

The Sales Tax Clerk is responsible for processing sales tax transactions, maintaining accurate records, assisting with tax-related inquiries, and supporting the overall operations of the Iberville Parish Sales Tax Department. This role involves interaction with both the public and businesses to ensure proper collection and compliance with parish sales tax regulations.

Key Responsibilities:

- **Sales Tax Processing:**
 - Review, process, and verify sales tax returns submitted by businesses within Iberville Parish.
 - Ensure proper sales tax amounts are being collected, documented, and deposited in accordance with parish regulations.
 - Maintain accurate records of sales tax payments, adjustments, and refunds.
- **Customer Service:**
 - Assist taxpayers and businesses with inquiries regarding sales tax compliance, filing procedures, and account status.
 - Provide guidance on sales tax laws, rules, and regulations to both new and existing businesses in Iberville Parish.
- **Data Entry & Record Keeping:**
 - Accurately enter sales tax data into the department's database or record-keeping systems.
 - Maintain up-to-date files and documentation for audit purposes and reporting requirements.
- **Audit Assistance:**
 - Assist with sales tax audits and reconciliations as requested by the department.
 - Prepare and provide relevant documentation and reports to auditors.
- **Communication & Reporting:**
 - Prepare periodic reports on sales tax collections and remittances for internal and external stakeholders.
 - Notify businesses of any discrepancies or issues with their sales tax filings.



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- **Compliance & Legal Knowledge:**
 - Stay informed on changes to state, local, and federal sales tax laws, ensuring the department remains compliant.
 - Identify potential sales tax violations and report findings to supervisors or other authorities.
- **General Administrative Support:**
 - Perform general clerical duties such as filing, photocopying, and maintaining department records.
 - Assist with processing refund requests and resolving any sales tax payment disputes.

Qualifications:

- **Education:**
 - High School Diploma or GED required. An Associate's degree in Accounting, Finance, or related field is preferred.
- **Experience:**
 - At least 1-2 years of experience in a clerical or administrative role, preferably in tax collection or a related field.
 - Experience with accounting software or tax filing systems is highly preferred.
- **Skills:**
 - Strong attention to detail and accuracy in data entry.
 - Proficiency in Microsoft Office Suite (Excel, Word, etc.) and other office equipment.
 - Strong communication skills, both written and verbal, with the ability to interact professionally with the public and businesses.
 - Ability to maintain confidentiality and handle sensitive information.
- **Knowledge:**
 - Basic understanding of sales tax principles and regulations (preferred, but training will be provided).
 - Knowledge of local, state, and federal tax regulations is a plus.

OTHER DUTIES AS ASSIGNED

Employees may be assigned additional responsibilities or tasks as deemed necessary by management to meet the operational requirements of the organization.

ESSENTIAL WORKER STATEMENT

Certain positions within this classification may require incumbents to be on-call 24/7. These roles are designated as essential, and individuals may be required to report to work during emergency situations as necessary.



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PHYSICAL DEMANDS

Position primarily involves sedentary work, requiring the ability to sit for extended periods, occasionally stand or walk to access files or office equipment, and utilize hands and fingers for typing, manipulating documents, and operating office machinery; occasional lifting of light items (up to 25 pounds) may be necessary. **Ability to manage competing priorities and work effectively in a fast-paced environment.**

Ability to engage with diverse teams and foster a collaborative, inclusive work culture. Ability to manage competing priorities and work effectively in a dynamic and fast-paced environment.

Ability to work collaboratively and foster an inclusive work culture.

Occasional travel may be required for recruitment efforts or HR-related meetings.

CERTIFICATIONS/LICENSES/REGISTRATIONS

Positions within this classification may require a valid Louisiana driver's license or a valid Louisiana Commercial Driver's License (CDL) Class A, B, or C with the necessary endorsements. If a license is required, it must be maintained for the duration of employment in this position.

ABOUT IBERVILLE PARISH

Iberville Parish Government is an administrative body responsible for governing Iberville Parish and serving the members of its community. The parish government oversees various aspects of local governance, including public services, safety, infrastructure, community services, and community development within the parish.

EEO STATEMENT

Iberville Parish Government is an Equal Opportunity Employer committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. Hiring decisions are based solely on qualifications, merit, and business needs. If you require assistance during the application process due to a disability, please contact our office for reasonable accommodations.