

JOB #853

INTERNAL and EXTERNAL APPLICANTS

Anticipated

Tax Office Supervisor

Keystone Central School District is accepting applications for a tax office supervisor. Candidates must possess a bachelor's degree, post-secondary business training preferred. Successful work experience in business or education with supervisory or management experience; possess analytical skills as well as skills in human relations, communications and ability to promote cooperative working relations with others. Thorough knowledge of Real Estate, Earned Income, Local Service, and Business Privilege Taxes collection laws and regulations. Ability to be bonded and possess a certificate for Act 32 certification to serve as Tax Officer required. Masters degree or CPA a plus. Salary range is per the Act 93 Non-Instructional agreement. To apply, please visit the applicant portal at: <https://www.applitrack.com/kcsd/onlineapp/>

If you have questions, please contact Tracy Long, tlong@kcsd.us, in the HR Office.

Applications will be accepted until the position is filled. The selection committee will begin reviewing applications on **March 14, 2022**. Position open until filled.

Keystone Central School District is an equal opportunity employer.