The Government of St. Maarten is looking for professionals to employ within the Tax Administration, who are motivated to actively contribute to the development of our country.

The overall objective of the Tax Administration is to provide efficient, effective, customer-oriented service, and to strive towards stable and growing tax revenues. The Tax Administration also has the following specific responsibilities:
- promoting and enhancing compliance with taxpayers;
- ensuring structural revenue for the government;
- optimizing tax revenue;
- ensuring an honest, professional, reliable and customer-focused administration;
- fraud prevention.

The following vacancy is currently available within the Tax Administration:

**Administrative clerk (Administratief medewerker)**

**Core tasks:**
- Gather general information for management and cashiers;
- Control, evaluate and ensure the booking of bank transactions;
- Responsible for the collection of bounced checks;
- Responsible for processing mutations;
- Assist with the preparation of the administration for audits.

**Competencies:**
- Associates degree;
- Secretarial skills;
- Excellent verbal and written communication skills in English and Dutch;
- Excellent computer skills;
- Dynamic personality with at least 2 years of experience in a similar position.

**Salary:**
Depending on the level of knowledge and experience, the salary will vary between minimum NAF. 2.205,00 and maximum NAF. 4.774,00.

**Information:**
For additional information about this function, please contact the Head of Receivers, Ms. Minerva Gumbs, via e-mail: Minerva.Gumbs@sintmaartengov.org

**Applicants:**
If you are interested in this function, please send your application letter, CV and copies of degrees to the following email address: careers@sintmaartengov.org or submit at the Government Administration Building at Soualiga Road #1, Pond Island, Great Bay, before **July 29, 2022**. Please state the job title in the subject.