

Job Title: Revenue Clerk/Assistant Treasurer

Department/Division: Administration

Reports To: City Treasurer

Salary Range: +-\$20-29 per hour (commensurate with experience)

Employment Status: Full-time, Exempt

General Description:

The purpose of this position is to properly classify/issue business licenses, maintain license and tax accounts, review/verify all collections, accurately post all money received to proper account, provide assistance and instruction to the public.

Job Duties:

1. Provides business license, building permit and tax information, instruction, and assistance to the public in person or by telephone. Help process all said operations for the city.
2. Reviews information and ensures compliance with revenue ordinances; determines type of license required and computes applicable fees; exercises independent judgment in methods used and responses to the work being performed.
3. Explains alcoholic beverage application process to applicant or representative; instructs applicant in completion of alcoholic beverage application/affidavit.
4. Communicates with taxpayers, public officials, and other city departments to explain revenue procedures, answer questions/complaints, or resolve problems; communicates the purpose and intent of revenue ordinances to the public.
5. Answer phones, greet citizens, assist with scheduling inspections, assist citizens to resolve issues and problems that may arise.
6. Interviews applicants to determine the nature of their business and activities; explains licensing procedures and requirements; issues business licenses.
7. Analyzes and examines business records to determine tax/license liability.
8. Help organize revenue audits with third-party audit firms.

9. Prepares, completes and/or receives various forms, reports, correspondence, billing statements, delinquent reports, late tax notices, license notices, citations, complaints/depositions, tax forms, final notices, or other documents; reviews, completes, processes, forwards or retains as appropriate. Process various business operation applications.
10. Takes complaints over the phone and in person for various jobs including but not limited to trash, roads, garbage pickup or any other complaint that may arise.
11. Maintains confidentiality of all financial and other restricted information relating to business license and/or tax accounts.
12. Maintains a comprehensive, current knowledge of applicable laws/regulations and city/state revenue codes; maintains knowledge of city limits/boundaries; maintains professional affiliations; attends workshops and training sessions as appropriate.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. Employees may be requested to perform job-related responsibilities and tasks other than those stated in this description.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City of Pinson rules, policies, and procedures
- Knowledge of State of Alabama laws and regulations applicable to municipal revenue collections
- Ability to make mathematical computations in an accurate and timely manner.
- Skill in the use of prescribed computer software
- Skill in the use of various office equipment, e.g., copier, adding machine, fax machine, computers.
- Writing skills to prepare correspondence, reports, and related documents.
- Ability to multi-task
- Ability to prioritize and organize work.
- Ability to make moderately complex decisions in accordance with policies.
- Customer service skills
- Ability to exercise sound judgment within the scope of responsibility.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public.
- Computer skills, including Microsoft Word, Excel, and PowerPoint.

MINIMUM QUALIFICATIONS:

- High school diploma / GED.
- Two years' experience in municipal tax license administration.
- Certified Municipal Revenue Officer (CMRO) designation desired or the ability to achieve within the first 2-3 years of employment.

PREFERRED QUALIFICATIONS

- Associates Degree or Bachelors in Accounting
- Municipal work experience (or related field)
- A combination of education and training will be considered for qualifications requirement.