CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **City Tax Representative** **UNION:1937**
SG:109
CLASS TITLE: **Accounting Technician** **CS:Y**
FLSA:Y
DEPARTMENT: **Finance** **EEO4CODE:AS**

JOB SUMMARY:

Provides high quality support and service to customers. Prepares financial information and performs reconciliations and analyses. Prepares, maintains and posts complex financial data to citywide financial systems. Independently carries out special projects and technical research. Maintains accounting records and provides support to accounting staff.

Responsible for interpretation and enforcement of taxation and licensing ordinances, auditing reportable revenue and collection of business taxes, maintaining awareness of the business community and initiating considerable public contact in carrying out responsibilities.

SUPERVISORY RELATIONSHIP:

Reports to the Deputy Finance Director. Works under general supervision and in accordance with local and state laws, ordinances, regulations, and public disclosure/privacy laws. Also receives assignments and may have work reviewed by the Finance Director.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Determines licensing requirements for a variety of business such as retailing, wholesaling, professional services, and special events. Monitors new business activities and ensures licensing requirements are met.

2. Reviews license applications for completeness, coordinates compliance for business requiring special regulations and/or City licenses and expedites processing with appropriate City employees and departments.

3. Receives and responds to a variety of inquiries, complaints, and concerns regarding City taxes, regulatory licenses and related ordinances through written correspondence, phone, and counter contacts.

4. Interprets and enforces municipal code taxation and licensing ordinances. Analyzes and recommends improvement to existing policies, procedures, and standards to support the effective and efficient enforcement of the tax and licensing ordinances.

5. Contacts unlicensed businesses or businesses with reporting problems and/or delinquent payments, to clarify licensing requirement or to develop amendable payment plans. Makes reasoned judgments regarding collection issues. Follows up with businesses to ensure compliance, and initiates revocation of licenses as necessary

6. Performs audits on reportable revenues of businesses and reviews comparable City records to determine compliance with tax obligations. Develops effective auditing techniques to determine businesses with reporting discrepancies.

7. Maintains up-to-date knowledge of laws related to business and occupation tax and says apprised of changes to laws and interpretations.

ADDITIONAL WORK PERFORMED:

1. Prepares annual reports and financial reports as required. Compiles data from accounting records and verifies accuracy in order to record balance, revenue and expenditures for statements.

2. Maintains full set of accounting books by compiling, recording and maintaining all financial data related to a specific fund or operation. Analyzes and prepares statement, financial related reports and other necessary information as required.

3. Coordinates the billing, receipting and updating of account records. Classifies records and balances income and expenditures to proper accounts in accordance with coding accounting systems and City procedures.

4. Assists in preparing special reports or projects requiring extensive research, interpretation or auditing of statistical data.

5. Performs other related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge:

- Knowledge of standard office methods, procedures and equipment. and ability to operate standard office equipment such as calculator, typewriter and computer terminal.
- Thorough knowledge of governmental accounting and auditing practices and principles applicable to work performed.
- Working knowledge of standard business English usage, spelling, grammar and punctuation.
- Thorough knowledge of and ability to apply and explain City and departmental policies and procedures.
- Thorough knowledge of relevant city, state, local and federal codes, regulations, policies and procedures related to assigned areas of reponsibility.

Skill:

- Skill in applying bookkeeping and accounting principles to prepare accurate and timely financial statements, annual reports and detailed account records.
- Strong computer skills. Demonstrated understanding of financial accounting systems, spreadsheet software, business licensing software, and word processing.
- Excellent math skills including the ability to add, subtract, multiply, divide and compute percentages with accuracy. Ability to understand and apply basic mathematical formulas.
- Excellent communication skills to communicate effectively with other employees, agencies and the general public using tact, courtesy and diplomacy.

Ability:

- Read, retain familiarity with, understand and apply the City's business and occupation tax ordinance; ordinances related to regulatory licensing; zoning ordinances and regulations; the State Department of Revenue tax rules; and business license requirements.
- Work with people in tax collection situations, keeping in mind the balance between respect for the person and the City's goal of collecting delinquent taxes
- Communicate effectively with other employees, agencies and the general public using tact, courtesy and diplomacy.
- Use standard office equipment such as computers, copiers, fax machines and multi-line electronic phone systems.
- Organize and prioritize projects to meet deadlines and demands of peak season workloads while maintaining accuracy and attention to detail.
- Ability to analyze and interpret complex financial data and develop recommendations to improve routines and procedures in the area of assignment.
- Ability to resolve problems and to recommend solutions.
- Establish effective working relationships with employees and other agencies.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform required duties, including:
  - Very frequent sitting;
  - Frequent keyboarding, gripping and clicking mouse;
  - Fine finger dexterity to manipulate computer keyboard, mouse, files and papers;
  - Occasional standing, walking, bending and kneeling;
  - Correctable visual acuity to read a computer screen and a typeset page;
  - Ability to communicate verbally, in person and by telephone;
  - Transport objects weighing up to 35 lbs.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with extensive work at a computer workstation. Environment includes a normal range of noise and distractions with very low risk working around and operating standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of college or vocational courses in accounting, business or related area.
- Two years progressively responsible accounting support experience involving the maintenance of complex financial records.
- Experience utilizing computerized accounting systems and spreadsheets required.
- Demonstrated analytic ability to interpret and apply laws and regulations required.
- Accounting experience in a municipal or public sector environment preferred.
- 10 key by touch preferred.
- A combination of experience and education which provides the applicant with the knowledge, skills and abilities required to perform the essential function of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions and local background check.

PREPARED BY: B. Henshaw **REVIEWED BY:** _____

L. Klemanski
A. Sullivan
3/2014

Andrew Asbjornsen,
Finance Director

REVISED BY: F. Longman
A.Sullivan
1/21