

City of Americus, GA



Title: Tax & Licensing Specialist

Class Code: 1407

JOB DESCRIPTION

General Description:

The purpose of this class within the organization is to conduct collection, preparation and monitoring of financial system tax and licensing receivable transactions.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Evaluates and assigns the correct account codes for cash receipting of all city departments; enters payments and balancing the daily receivables; edits and balances revenues received and posts to GL.
- Provides the public with accurate information regarding regulations (local and state) and procedures in accordance to the ordinances of the city to serve the customer needs and concerns.
- Evaluates, reviews, and processes new applications and renewals in accordance with city ordinances for Business Occupation tax certificates.
- Issues and renews existing Business Occupation Tax certificates once all of the city ordinances have been satisfied.
- Receives and processes monies from all departments, customers, E911, Franchise fees; receipts accounts receivable from bills submitted and sent.
- Balances all cash receipts for the deposits daily and post to general ledger; prepares deposit for the bank and ensures cash drawer balances daily.
- Balances Occupation Tax and insurance tax before posting to the general ledger.
- Maintains department work flow by answering the telephone, sending/receiving emails, copying documents, maintaining files, faxing documents, retrieving and scanning to Laser fiche, and picking up/distributing mail and documentation to various departments.
- Maintains active and suspended business tax records in person, telephone, emails and/or certified mail.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires an Associate's Degree in Business, Finance, Accounting or closely related field; Requires one-year experience in tax revenue accounting, finance or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.

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Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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