

# Revenue Accountant

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<b>SALARY:</b>	\$4,155.71 - \$4,962.13 Monthly
<b>DEPARTMENT:</b>	Finance
<b>OPENING DATE:</b>	05/01/19
<b>CLOSING DATE:</b>	06/01/19 11:59 PM

## **DESCRIPTION:**

### **JOB SUMMARY**

This position performs financial accounting and revenue compliance auditing duties in support of the City's revenue collection functions.

### **MAJOR DUTIES**

- **Conducts external examinations of taxpayer records to determine consistency with City laws and regulations. (25%)**

- o Prepares letters of notification and sets date for examinations.
- o Meets with taxpayers for initial conference to gather information and explain the examination processes and purposes.
- o Analyzes taxpayer data and compiles schedules of deficiencies or differences.
- o Prepares comprehensive written examination report to document examination results.
- o Meets with taxpayers to explain results of examination and to inform taxpayers of assessments owed or refunds due.

- **Conducts internal examinations of taxpayer records to determine consistence with City laws and regulations. (20%)**

- o Compiles gross revenues and compares to tax/licensing data reported by taxpayer.
- o Performs industry comparison of gross revenues and tax/licensing fees.
- o Performs analytical reviews of taxpayer data to identify noncompliance with City laws and regulations; assesses and collects any additional tax due; identifies possible tax/licensing fee overpayments.
- o Analyzes taxpayer assessments from Alabama Department of Revenue to identify and assess additional taxes owed to the City.

- **Enforces City tax and licensing ordinances. (15%)**

- o Prepares answers to citations to appear in Municipal Court for taxpayers with unresolved delinquencies or other ordinance violations.
- o Arranges for citations to be served.
- o Represents the City in Municipal Court and coordinates the status of each case with Municipal Judge, City Attorney and Court Administrator.
- o Maintains detailed records on the status and results of each court case.
- o Develops effective policies and procedures to encourage taxpayer compliance.
- o Reviews media publications for reports of new business operations and possible violations of City licensing ordinances.
- o Investigates citizens and internal complaints of businesses working without a license.
- o Patrols the city and conducts random inspections.
- o Coordinates with Public Safety staff to identify taxpayer violations of revenue ordinances.

- **Analyzes taxpayer database for delinquencies. (15%)**

- o Reviews database to identify delinquent returns and to correct internal errors.

- o Prepares and mails delinquent notices.
  - o Responds to taxpayer inquiries.
  - o Identifies problematic accounts and determines appropriate course of action.
- **Provides support for other department functions. (10%)**
    - o Maintains taxpayer database in licensing.
    - o Reviews and reports on general ledger accounts.
    - o Assists the Taxpayer Service Representative during peak times and staff shortages.
    - o Analyzes revenue, receivable, and liability accounts.
    - o Prepares journal entries as required.
    - o Compiles reports on City revenue, receivable, and liability account as required by management and other City departments.
    - o Provides technical assistance to external auditors.
    - o Compiles data to prepare year-end and accrual and/or adjusting entries for year-end closing of the general ledger.
- **Review and report on general ledger accounts. (5%)**
    - o Analyzes revenue, receivable, and liability accounts.
    - o Prepares journal entries as required.
    - o Compiles reports on City revenue, receivable, and liability accounts as requested by management and other City departments.
    - o Provides technical assistance to external auditors.
    - o Compiles data to prepare year-end and accrual and/or adjusting entries for year-end closing of the general ledger.
- **Performs related duties. (10%)**
    - o Demonstrates punctual, regular, and reliable attendance.
    - o Attends meetings, workshops, and training sessions.
    - o Provides innovative solutions to enhance current processes and procedures and/or resolve workplace issues.
    - o Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of generally accepted accounting principles.
- Knowledge of generally accepted auditing standards.
- Knowledge of City and state tax and licensing ordinances and codes.
- Knowledge of federal business classification system.
- Knowledge of financial analysis techniques.
- Knowledge of policies and procedures involving the issuance, assessment and collection of tax and licensing fees.
- Knowledge of business management and operations methods and principles.
- Knowledge of computers, job related software programs, and data mining techniques.
- Skill in applying analytical methods and in organizing significant quantities of detailed financial and finance-related information.
- Skill in applying City revenue ordinances to specific fact situations.
- Skill in performing basic mathematical calculations.
- Skill in the use of job-related software programs.
- Skill in the interpretation of taxpayers' financial statements.
- Skill in oral and written communication.
- Ability to work cooperatively with others.
- Ability to maintain and protect confidential information.

## **SUPERVISORY CONTROLS**

The Revenue Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include the City Code, the Code of Alabama, City ordinances, Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, City and department policies and procedures, and City of Auburn Core Values, Vision, and Mission statements. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied financial accounting and revenue enforcement duties. Strict regulations and the need for accuracy contribute to the complexity of this position.
- The purpose of this position is to perform financial accounting duties in support of City revenue collection functions. Success in this position contributes the accuracy and efficiency of City revenue collection.

## **CONTACTS**

- Contacts are typically with co-workers, taxpayers, auditors, revenue personnel from other municipalities, Alabama Department of Revenue personnel, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee frequently lifts light objects weighing less than 24 pounds.
- The work is typically performed in an office.

## **SUPERVISION EXERCISED**

None.

## **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's Degree in a related field; and
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.auburnalabama.org>

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