



POSITION ANNOUNCEMENT

POSITION TO BE FILLED:	Chief Revenue Examiner Exempt Salaried/Full -Time Regular
DEPARTMENT:	Revenue
SALARY RANGE:	\$53,612.83 - \$75,422.88 (Grade 23)
OPEN DATE:	August 8, 2016
CLOSING DATE:	Open Until Filled

JOB SUMMARY: This position works under the general supervision of the Mayor and/or City Manager performing complex auditing work for compliance with State of Alabama tax laws and City of Alabaster municipal ordinances. Enforces revenue and/or license laws and regulations; reviews tax returns for accuracy and completeness; conducts inspections to examine and verify revenue and/or license receipts from business operating within the City; responsible for acceptance, timely posting, and reconciliation of funds remitted from taxpayers; communicates and responds to taxpayers and businesses; prepare injunctive orders and testifies in court proceedings as needed; and supervises direct reports as assigned.

REQUIREMENTS: Bachelor's degree in Business Administration or Accounting with at least three (3) years of experience in audit or license and tax inspection work; or an equivalent combination of education and experience. Current CPA license is a plus and may be substituted for experience requirements. Must obtain designation of Alabama Certified Revenue Examiner (CRE) within one year of meeting program entrance requirements and must maintain this certification through annual training. Must possess a valid driver license.

ADDITIONAL INFORMATION: Benefits include medical, dental, vision, life insurance, paid leave, and participation in the State of Alabama retirement plan.

TO APPLY: Applications may be obtained online at www.cityofalabaster.com (Employment Opportunities) or at the Human Resources office. Applications may be faxed to 205-664-6853, sent as an email attachment to employment@cityofalabaster.com, or mailed/delivered to Human Resources at 200 Depot Street, Alabaster, AL 35007. Applications are accepted during business hours (7:00 a.m. to 4:30 p.m.)

The City of Alabaster is a Drug-Free Workplace and applicants will be subject to pre-employment drug/alcohol testing in accordance with the Alabama Drug-Free Workplace Policy.

The City of Alabaster is an Equal Opportunity Employer