



CITY OF MADISON, ALABAMA
invites applications for the position of:

Deputy Revenue Officer (Accountant)

SALARY: \$20.20 - \$21.43 Hourly
\$1,615.84 - \$1,714.24 Biweekly
\$3,500.99 - \$3,714.19 Monthly
\$42,011.84 - \$44,570.24 Annually

OPENING DATE: 11/02/17

CLOSING DATE: Continuous

GENERAL POSITION SUMMARY:

Position is the Assistant Revenue Officer in the Revenue Department. Work involves issuing and enforcing City privilege licenses (privilege, alcohol, taxicab/limousine, contractor), processing license fees, determining which classification a business falls under for licensing purposes, etc. This work is performed according to City ordinances and related state laws. Also, work involves performing collection and administrative tasks involved with City administered taxes (sales and use tax, rental tax, lodging tax, liquor tax, gasoline tax and cigarette tax). Responsible for routine day to day operations and management of the Revenue Department in the absence of the Revenue Officer.

EXAMPLES OF RESPONSIBILITIES:

- Determines type of license to be purchased by taxpayer and computes fees due.
- Assists public with obtaining a new or renewal privilege license and
- Computes taxes remitted for mathematical accuracy and turns money in to the City Clerk's Office. Promptly notifies taxpayers of discrepancies.
- Provides consultations with taxpayers to address any problems regarding City licenses or taxes.
- Assists in estimating revenues for the City.
- Works with Planning and Mayor's Office to project potential revenue from new business and development.
- Assists in analyzing and proposing fee rate recommendations.
- Maintains departmental files and records on taxpayers.
- Works closely with IT regarding revenue and accounting system upgrades, improvements and process automation.
- Inputs license and tax information into computer system.
- Performs related work as required by Revenue Officer.
- Makes presentations to City Council and other officials in Revenue Officer's absence.
- Manages Revenue Department when Revenue Officer is unavailable.

Job Conditions:

- Normal office working conditions, some overtime work may be necessary.
- Work in environment where there are frequent interruptions.
- Occasional travel may be required.
- Must be able to drive and must maintain a strong driving record for city-insurance purpose and record may be periodically checked by the city.
- Strong background record required, due to accessibility to city property and interaction with public.

MINIMAL QUALIFICATIONS:

Bachelor's Degree in Accounting, Finance, Economics or a related field. Certification as Municipal Revenue Officer is required within four (4) years of employment. Two (2) years of related experience in Revenue, Accounting or Finance preferred, or any combination of education, training and/or experience which provides the required knowledge, skills and abilities for the job.

SUPPLEMENTAL INFORMATION:

- Ability to work at a fast pace to complete a high volume of work.
- Verbal and written skills to communicate with taxpayers regarding tax or license matters.
- Through knowledge of accounting practices and procedures, tax collection procedures and ability to explain them orally and in writing.
- Strong research and analytical skills for projecting potential revenues and problem solving.
- Advanced skills in revenue and accounting system software.
- Ability to keep and maintain records.
- Ability to enforce city ordinances in a fair and impartial manner.
- Sound knowledge of tax and license ordinances.
- Strong prioritization, organization and follow-up skills.
- Advanced computer skills (Excel, Word, Internet research).
- Strong mathematical skills.
- Strong team and interpersonal skills and ability to establish and maintain effective relationships with City departments and the general public.
- Ability to use telephone, copier, fax, and other office machines.

Physical Capabilities:

Ability to communicate verbally, and in writing with the public. Ability to stand/sit for extended periods of time. Ability to work on computer for extended periods of time. Occasionally lift and carry up to 25 pounds. Must be able to drive an automobile. Must have full range of physical motion to operate copy machine, calculator, fax machine, etc.

The City of Madison is an Equal Opportunity Employer

Position # 18-00030
DEPUTY REVENUE OFFICER (ACCOUNTANT)
MR

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.governmentjobs.com/careers/madisonal>

100 Hughes Road
Madison, AL 35758
256-772-5612

madisonjobs@madisonal.gov