

## CITY OF BELLINGHAM

### JOB DESCRIPTION

**JOB TITLE:** CITY TAX REPRESENTATIVE

**UNION:114**

**CLASS TITLE:** Accounting Technician

**SG:9**

**CS:Y**

**DEPARTMENT:** Finance

**FLSA:Y**

**EEO4CODE:AS**

#### **JOB SUMMARY:**

This position in finance is distinguished by the responsibility 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.

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. Provides administrative and logistical support to accounting staff. Maintains accounting records understands and applies City record retention policies

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Finance Officer. Works independently under the guidance of local and state laws, ordinances, regulations, and public disclosure/privacy laws. In additions, will receive assignments and 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 ordinance through written correspondence, phone, and counter contacts.
4. Interprets and enforces municipal code taxation and licensing ordinances. Analyses 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. Follow 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.

**ADDITIONAL WORK PERFORMED:**

1. Prepares the annual reports and financial related reports required by state law. Compiles data from all 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 supervisor 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 modern 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.

**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,
- Basic 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:**

- Ability to 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.
- Ability to 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
- Ability to organize and prioritize accounting projects to meet deadlines and demands of peak season workloads with minimal supervision 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 long-term solutions.
- Ability to 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 college vocational courses in accounting, business or related area.
- Two years progressively responsible bookkeeping/accounting support experience utilizing computerized accounting systems and spreadsheets required, preferably with secretarial/clerical duties.
- Accounting experience in a municipal or public sector environment preferred.
- Experience utilizing BARS accounting system preferred.
- 10 key by touch.
- Ability to type at level required for specific position.
- 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:**

- Washington State drivers license with proof of good driving record for selected positions. A three-year driver's abstract will be required upon hire.
- Ability to pass a Police Department criminal convictions records check prior to hire required for selected position.

**PREPARED BY:** B. Henshaw  
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3/2014

**REVIEWED BY:** \_\_\_\_\_  
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