

The City of Eufaula is seeking applicants for an Accounting/Revenue Compliance Specialist. This position requires performance of specialized duties to ensure compliance with city business license codes and is cross-trained to assist in other areas of accounting and personnel functions. The applicant should have a genuine desire to grow and learn and be a motivated team player. Initiative to exercise independent judgement in making decisions is desirable.



Accounting/Revenue Compliance Specialist

FIN/5

Finance

JOB SUMMARY

This position performs specialized duties to ensure compliance with city business license codes and is cross-trained to assist in other areas of accounting and human resource functions.

MAJOR DUTIES

- Audits business license fees and reconciles to sales receipts and taxes paid.
- Assists in the collection of delinquent sales taxes and other past-due taxes and fees.
- Reconciles sales taxes and income tax returns with gross receipts.
- Reviews and makes recommendations for updates to city ordinances.
- Works with various agencies to ensure compliance for licensing.
- Audits compliance and utilization for business licenses.
- Monitors new business to ensure proper licensing and tax payments.
- Intakes accounts payable; sorts supplier invoices and verifies account numbers, purchase order numbers, available funds, and proper approval before processing payments.
- Maintains various account reconciliations to balance the general ledger.
- Processes and verifies information for city credit card charges.
- Performs final review for all daily cash deposits.
- Cross trains in all accounting, payroll and human resources functions.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of generally accepted accounting principles (GAAP).

- Knowledge of the city's business license policies and procedures.
- Knowledge of accounts receivable and accounts payable principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of general human resources and payroll functions.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

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

GUIDELINES

Guidelines include GAAP, state and city licensing requirements, city ordinances, human resource and payroll laws and practices and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related specialized duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to ensure compliance with business license fee requirements. Successful performance contributes to increased city revenue. Also, to cross-train in areas of accounting, human resource and payroll functions.

CONTACTS

- Contacts are typically with coworkers, business owners, state and federal agencies, collections agents, and members of the general public.
- Contacts are typically to exchange information, resolve problems, justify matters, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- 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 three to five years.