

# CITY OF WOODLAND PARK JOB DESCRIPTION

**Title:** Accounting/Finance/Sales Tax Technician

**Department:** Finance

**Grade:** 6



**CORE VALUES:** Customer Service, Integrity, Stewardship, Team Building, Respect, Loyalty, Trust

## SUMMARY

Performs a variety of complex clerical and accounting functions as required to maintain financial and sales tax computerized records and deals with detailed record and information management. Performs clerical accounting duties in the areas of bank account reconciliations, sales/use tax, and business licensing. Prepares sales/use tax determination of delinquencies and follows through to compliance with the sales tax code and collection. Assists Finance Director in all aspects of accounting functions for the City including budget monitoring and preparation, monthly journal entries and preparing financial reports for management monthly/as requested.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews, data enters, balances, and deposits all sales/use tax and business licensing revenues.
2. Performs the calculation of permit use tax liability and prepares sales tax and license liability assessments insuring accuracy and adherence to tax administration/business licensing code.
3. Assists public with both sales/use tax and licensing procedures and collections. Answers inquiries from permit applicants/commercial businesses regarding tax collection, legislation and licensing procedures.
4. Reviews daily sales tax deposits, investigates and resolves inconsistencies and error reports.
5. Approves new business licenses. Reviews, data enters, and deposits sales tax and licensing revenue.
6. Prepares delinquencies, assessments, and citations for taxpayer accounts. Follows up on assessment letters, delinquent taxpayers, and court citation documents; testifies at hearings. Files liens and applies other enforcement procedures as outlined in City ordinances. Serves as City's compliance officer with regards to all sale/use tax and business licensing issues.
7. Performs sales and use taxpayer audits and reviews as is warranted.
8. Compiles data and develops charts for monthly/year end reports.
9. Prepares and issues yearly license renewals/tax coupon booklets and coordinates the preparation, printing and distribution of such.
10. Calculates quarterly sales tax liability, and prepares reports/remittances to the City, County, and State.
11. Performs monthly City bank account reconciliations for use in preparing the monthly financial reports.
12. Assists with the City's financial accounting and reporting, including internal financial reports for management, status reports for budget maintenance, and fund accounting entries.
13. Assists with monitoring approved budget for all funds/departments. Reviews and makes recommendations to Finance Director for supplemental appropriations/transfers as needed.
14. Coordinates and conducts annual renewal of City's benefit plans (i.e. medical, dental, vision, etc.).

15. Assists with the preparation of preliminary budget for all funds by researching, forecasting, compiling, and submitting reports to the Finance Director. Works with all Department Heads in the preparation of their budgets and incorporates their input into approved format for the Finance Director's review, approval, and submission to the City Manager.
16. Assists with accounting for fixed assets of the City, and related depreciation, to include land, buildings, construction-in-progress, improvements, machinery and equipment, and infrastructure.
17. Assists in compliance with debt service schedules/obligations and other debt financing arrangements, and in coordinating all new debt issues or refunding issues for the City Council's consideration.
18. Assures compliance with all City revenue ordinances (i.e. sales, use, franchise taxes, etc.).
19. Maintains required policies and procedures at the direction of Finance Director with regards to the City's accounting and financial reporting and internal controls.
20. Assists with the City's annual independent audit and preparation of the City's annual Comprehensive Annual Financial Report.
21. May act as lead worker with part-time or temporary employees or volunteers as assigned.

#### **ADDITIONAL RESPONSIBILITIES**

1. Serves as backup for other finance department positions as needed; assists with daily post office and bank trips as needed.
2. Assists with front desk duties, fills in for receptionist as needed.
3. Participates in various employee committees as needed or directed.
4. Assists with special projects as assigned by the Finance Director.
5. Attends workshops, seminars, and schools as applicable.
6. Other related duties as assigned.

#### **SUPERVISION RECEIVED**

Reports to the Finance Director/Treasurer.

#### **SUPERVISION EXERCISED**

None.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### Education and Experience

1. High school diploma or equivalent with course background in accounting, bookkeeping or some other related field.
2. Three (3) to five (5) years of progressively responsible related work experience providing training and practical bookkeeping or accounting, two (2) years of which must have been within the auditing/accounting/bookkeeping department, or an equivalent combination of education and experience.
3. Specialized course work in general office practices such as typing, accounting, data processing or one year equivalent experience.

##### Necessary Knowledge, Skills, and Abilities

1. Working knowledge of basic governmental accounting principles with an understanding of debits, credits, accounts payable, accounts receivable, invoices, statements, purchase orders and budgets.

2. Working knowledge of basic sales and use tax code/collections and compliance practices.
3. Ability to perform math computations quickly and accurately.
4. Ability to communicate effectively verbally and in writing.
5. Ability to establish effective working relationships.
6. Working knowledge of personal computers and financial accounting software.
7. Skill in the operation of listed tools and equipment.

**TOOLS AND EQUIPMENT USED**

Personal computer, telephone, copy machine, fax machine, printer, and calculator.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, or walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally stoop or kneel. The employee must frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

**WORK ENVIRONMENT**

Work is performed mostly in an office setting. The noise level in the work environment is typical of the modern office, and is generally quiet to moderately noisy.

**SELECTION GUIDELINES/ADDITIONAL INFORMATION**

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read and understand this job description.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_