

GEORGETOWN/SCOTT COUNTY REVENUE COMMISSION (GSCRC)

Title: OCCUPATIONAL TAX COMPLIANCE ANALYST

Supervision Exercised: None

Position Status: Fulltime

Hourly Pay Range: \$32.40/hour - \$35.01/hour. 35 Hour Work Week, M-F.

General Function: [Statement does not necessarily delineate all concepts (scope and depth of assigned duties responsibilities) of the position classification.]

Under general direction, issue business licenses, forward notices, and collect, record and deposit payroll and net profit taxes. Review taxpayer filings for compliance with established audit program. Perform related duties as required.

Essential Functions: [Any one position may not include all the duties listed nor do the listed examples include all tasks which may be performed.]

Administrative

Accept applications for and issue business licenses.

Prepare and mail complex written correspondence to taxpayers.

Maintain an accurate filing system for licensee accounts.

Maintain confidentiality of all applicable information and documents associated with each licensee account.

Utilize, acquire and retain full knowledge of City of Georgetown, Scott County Fiscal Court and Scott County Board of Education ordinances and regulations and all computer programs necessary to the establishment of businesses and individual tax compliance.

Utilize, acquire and retain full knowledge of Internal Revenue Codes and Kentucky Department of Revenue laws and regulations necessary to the establishment of businesses and individual tax compliance.

Write receipts and maintain account history as needed.

Process and input taxpayer filings into database system especially during periods of high work volume.

Review taxpayer filings for compliance with established audit program.

Public Contact

Assist businesses in filling out forms and applications and explain ordinances pertaining to occupational license taxes.

Answer inquiries over the phone and in person regarding ordinance and regulations.

Miscellaneous

- May be assigned higher or lower level classifications in this or related class series and/or perform duties on a temporary or acting basis and/or act as a leadworker.
- Responsible for knowing and complying with all GSCRC safety rules.
- Performs related work as required.

Physical Demands and Working Conditions:

Physical demands include driving, walking, sitting, stooping and lifting (<25lbs).

Working conditions include performing job duties indoors.

Requirements:

Education, Training and Experience

Bachelors degree in Accounting, Business, Economics or closely related field supplemented by two years of related work experience. Additional college level coursework in a closely related field of study or specialized training (skill/trade) from an accredited educational institution may be substituted for required work experience. Additional closely related work experience (including administrative and supervisory) may be substituted for educational training on a year-per-year basis.

Bookkeeping and or Accounting experience is required.

Good knowledge of:

- The various types of business entities that a licensee may operate under.
- Office terminology and procedures
- Current technology and applications.

Ability to:

- Exercise analytical judgment.
- Identify problems as they occur and provide solutions in accordance with prescribed policies and procedures.
- Communicate effectively both orally and in writing to people of all levels.
- Deal tactfully and firmly with the public in difficult situations.
- Testify in court and document evidence in connection with compliance to ordinances.
- Maintain complete records and prepare routine reports.
- Establish and maintain effective working relationships with the general public and other city/county officials/employees.
- Understand and apply complex written and verbal instructions under general supervision.
- Possess and maintain good organizational skills.
- Maintain professional composure in all taxpayer interaction scenarios.

Preferred Knowledge, Skills and Abilities:

Considerable knowledge of:

- Local license tax ordinances.
- Internal Revenue Code.
- Kentucky Revised Statutes relating to taxation.

Special Requirements:

Possess and maintain a valid Kentucky driver's license.

Must meet bonding requirements.

Must be able to operate GSCRC equipment and vehicles in a safe, prudent and responsible manner.

Work/Life Balance: Non-exempt position, 35 Hour Work Week, M-F 8-4, Pension, All City of Georgetown benefits including zero co-pay employer sponsored medical clinic and many zero-dollar prescription options.

Drug Free Workplace Policy: All employees of the Georgetown/Scott County Revenue Commission, Inc shall be and remain drug and alcohol free at all times when working for the Georgetown/Scott County Revenue Commission, Inc or engages in activities related to that work.