

**CITY OF STUART
JOB DESCRIPTION**

Title: BUSINESS TAX TECHNICIAN

Department: Financial Services

Job Code: 6136

Grade: H12

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under general direction of the Assistant Director Financial Services, incumbent performs various accounting and administrative duties as part of the Financial Services Department. Responsibilities include the issuance, maintenance, and renewals of local business tax receipts; billing, collecting and accounting for False Alarm charges; performs a wide variety of technical, accounting and clerical duties, as needed. Incumbent performs routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accurate and current accounting records. Duties are of more than average difficulty requiring reasonable initiative and independent judgment and are performed under general supervision. Work is reviewed through written reports and oral conferences by supervisor for adherence to established policies, laws, regulations, and departmental procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Responsible for the issuance and review of local business tax receipts and ensures businesses comply with regulation codes.
2. Researches and prepares necessary documents pertinent to tax certificate cases presented to the Code Enforcement Board and shall participate in the board hearing.
3. Assists code enforcement with general duties including but not limited to letters, data input, and file maintenance.
4. Assist department in daily tasks including but not limited to filing, copying, answering phones, and assisting Customer Service and other related duties as required.

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5. Assists with annual audit and budget process, compilation of accounting reports and information for inclusion in quarterly reports, annual reports, annual budget and the Comprehensive Annual Financial Report (CAFR).
6. Performs various clerical tasks including preparation of invoices, preparation of copies and preparation and management of various reports, handling incoming and outgoing mail, answering telephone calls, preparation of correspondence and various departmental functions as directed.
7. Responds to inquiries and provides information to general public, City officials and other employees in person or over the telephone as necessary.

NOTE: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED; and three (3) years of work experience in business tax receipts, permitting and/or accounting, government setting preferred.

Must maintain a valid State of Florida Driver's License.

Must maintain or become a Notary for the State of Florida within three months of hire.

Prefer membership in Florida Association related business area.

B. Knowledge, Abilities, and Skills:

Knowledge of the City's Code of Ordinances, Land Development Regulations, and related state statutes and regulations.

Knowledge of Microsoft Word, Excel, Finance Plus and Community Plus.

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Knowledge of local geography.

Ability to conduct independent data collection and research.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and supervisors.

Skill in the use of basic office equipment.

C. Physical Requirements:

Task involves some physical effort, some sitting, bending, stooping, reaching, standing and walking, or frequent to moderate lifting (30 plus pounds); or standard dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires visual and depth perception and discrimination.

Task requires texture perception and discrimination.

Task requires sound perception and discrimination.

Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Financial Services Director

Received by: _____ Date: _____
Employee