



City of Rifle, Colorado JOB DESCRIPTION

JOB TITLE: Sales Tax Accountant **FLSA Status:** non-Exempt
DEPARTMENT: Finance
DIVISION: Finance

Job Summary:

Under limited supervision, administers the City's sales tax program. Oversees and maintains system for sales tax collections, monitoring and ensuring timely and accurate payments by businesses. Performs a variety of detailed accounting functions related to record keeping, collection of revenues, general ledger accounting, and the processing and issuance of permits and licenses. Collects departmental revenues; issues receipts; and prepares and mails notices. Prepares daily bank deposits. Reconciles City sales tax licenses with Colorado Department of Revenue sales tax file. Provides support for Accounts Payable and Utilities Clerk as needed. Prepares accounting and budget summaries and reports.

Essential Duties and Responsibilities:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time

- Performs accounting work for the Finance Department. Reconciles general ledger accounts to subsidiary ledgers or external statements.
- Assists taxpayers and the general public with questions and complaints. Answers telephone calls, correspondence, and in-person inquiries or complaints; provides assistance regarding sales or use tax accounts and related matters, including assisting and educating taxpayers in completion of applications and sales tax return forms.
- Receives sales tax payments and reconciles sales tax receipts from sales tax system to general ledger, maintaining sales tax licensing and collection database in coordination with third party sales tax service provider and monitoring receivables.
- Coordinates delinquency program; investigates delinquent accounts; mails collection notices, letters, summons/complaint notices, and prepares and serves distraint warrants.
- Maintains a working knowledge of the City's sales and use tax code.
- Performs Accounts Payable processing.
- Administrates and manages accounts for city credit/purchasing cards.
- Maintains records, prepares and mails 1099s annually.
- Maintains paper copy records/files, and electronic files.

- Assists with capital and fixed assets records and accounts. Reconciles subsidiary ledgers to capital asset software, prepares schedules and related reports, and posts annual depreciation.
- Performs receiving and recording of cash payments (i.e., utility bills, sales tax returns, cemetery charges and licenses), and reconciles daily cash receipts to records and prepares daily deposit.
- Performs research and compilation of special projects and financial analysis.
- Investigates and resolves sales tax issues and complaints. Researches and provides information as requested.
- Maintains confidentiality of both utility and sales tax customer information and records.

Other Duties and Responsibilities:

- Makes bank deposits and post office drops in absence of Administrative Assistant III/Bookkeeper
- Working knowledge of a variety of office functions
- Performs daily customer service and data entry.
- Performs other related duties and special projects as assigned.

Experience and Training:

Minimum Education: High School Diploma or equivalent required. College degree or continuing education in related field preferred.

Job Requirements: Valid Driver License or ability to obtain within 6 months of hire. Must be able to pass background screening, MVR record check, and credit check with results that are acceptable to the City of Rifle. Must be able to maintain confidentiality of files.

Work Experience in Positions Similar or Related to This Job: Three years of relevant experience with maintaining accounting records including A/R, A/P, Fixed Assets & G/L, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge, Skills, and Abilities:

- Requires solid knowledge of the principles and practices of accounting, GAAP and GASB and the ability to apply that knowledge to perform the essential duties and responsibilities of the position.
- Requires solid knowledge of the principles and practices of computerized accounting systems, creating and using computer spreadsheets, databases and word processing programs and the ability to apply that knowledge to perform the essential duties and responsibilities of the position.
- Requires a high degree of attention to detail, the ability to gain understanding and identify alternative solutions to problems.
- Requires an ability to research, analyze and evaluate methods and techniques.

- Requires solid skills and abilities that involve written and verbal communication techniques for report writing, correspondence and providing customer service.
- Requires solid ability to establish and maintain effective working relationships with those contacted in the course of work.
- Requires solid keyboarding and data entry skills to effectively utilize software applications-Word, Outlook, and Excel, and financial management software and the Internet.
- Requires solid skills and abilities that include analyzing data, breaking down problems, identifying relationships between issues, and making complex plans.
- Requires solid knowledge, skills, and abilities that include developing plans for managing multiple tasks simultaneously, setting deadlines, and preparing for future events.
- Requires the ability to understand verbal information and instruction. Ability to explain technical information with others and to develop and present reports and recommendations.
- Ability to communicate effectively in English both verbally and in writing. Ability to speak one or more foreign languages is helpful, particularly Spanish.
- Ability to maintain composure and calm in interactions with customers who may be frustrated or have communication limitations.
- Ability to apply communication and interpersonal skills as applied to interaction with coworkers, superiors, the general public, etc. sufficient to exchange or convey information, function in a team environment, and to receive work direction.

Reporting Relationships:

This Position Reports to: Finance Director.

This Position has Supervisory and/or Management Responsibility for: None, but may be assigned to supervise other department staff in the absence of the Finance Director and Senior Accountant.

Equipment Used:

Standard office equipment including computer, printer/copier/fax, 10-key calculator, telephone, cell phone, postage machine, and various other instruments and tools associated with this particular job discipline.

Physical Requirements:

The physical demands described 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.

- Ability to conduct activities involving walking 10% of the time, standing 20% of the time, and sitting 70% of the time.
- Ability to conduct activities involving dexterity, climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a limited basis.

- Ability to lift and carry up to 10 lbs., push or pull up to 20 lbs, occasionally move up to 50 lbs. with leveraging aid.
- Ability to participate in routine conversation in person or via telephone/radio and to distinguish voice, signals, and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of an operational zone and document information/results.

Environmental Requirements:

Approximately 100% of this position's duties are performed in an internal environment. The incumbent may be occasionally exposed to citizens that are angry concerning assessments/billings.

Other Requirements:

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read, comprehend, and compose written information and instructions.
- Ability to translate communication methods into various levels of effective verbal and written material.
- Ability to use mathematical reasoning to carry out accounting and bookkeeping responsibilities.
- Ability to utilize analytical skills and apply results.
- Ability to use and apply technology.

COMMENTS:

Employee's Signature

Date

Supervisor's Signature

Date