



Job Code: 0070
FLSA: NE
Unit: PCEA
Revised: 5/1/91

BUSINESS LICENSE COORDINATOR

DEFINITION

Under general direction, coordinates and administers the City's business license program; audits and investigates non-compliance and incorrect payment of business license taxes; provides information to the public regarding City business license requirements; performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Treasury Manager. Exercises no supervisory responsibilities over employees; may direct administrative support personnel.

TYPICAL DUTIES

1. Administers business license program to assure compliance with ordinances and regulations. Coordinates with other departments to ensure that regulations are adhered to.
2. Composes correspondence and reports. Prepares staff reports.
3. Maintains business license database; monitor business license status. Issues renewal notices and maintains accounts of payment and business license taxes. Issues delinquency notices; if necessary determines fees due, initiates and represents City in small claims action.
4. Answers public inquiries regarding City business license requirements.
5. Assists in review and revision of business license tax ordinances and regulations.
6. Projects business license revenues and activities.
7. Performs audits and investigations of businesses to ensure compliance and correct payment of taxes. Investigates business license compliance through investigation procedures to include research of fictitious business name filings, telephone directories, newspaper advertisements, sales tax monitoring, etc.

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8. May direct work of clerical staff.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Business and accounting principles and practices.
2. Personal computer business applications (LOTUS 1-2-3).

Ability to:

1. Keep accurate financial records.
2. Compose business correspondence.
3. Maintain professional relationships. Deal with public in a professional manner.
4. Coordinate assigned duties with others.
5. Read, interpret and apply related ordinances and regulations.
6. Use data processing equipment to retain and organize information.
7. Drive a City vehicle.
8. Communicate effectively both verbally and in writing.
9. Speak to small groups.
10. Prepare statistical reports.
11. Appear in court.

Experience:

Responsible experience in work involving accounting/auditing. Experience in work involving public contact desirable.

Education:

High school graduation. Additional training in accounting or related field desirable.

License:

Valid California driver's license required.

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