

City of Cañon City, CO
Position Description

Class Title: Sales and Use Tax Technician

Job Code: 1218
Range: 52 (\$37,850 - \$51,208)

Department: Finance
Reports to: Accounting Manager

SUMMARY:

Responsible for the prioritizing of all sales tax operations related to the processing of tax information and in assisting taxpayers with compliance and remittance of taxes owed to the city. Under general supervision of the Director of Finance, compiles information for monthly sales tax report, performs necessary queries for analytical review, acts as lead to assign priorities and work assignments for sales tax office, processes sales and use tax receipts, assessments, and miscellaneous license applications, assists business owners in understanding and complying with City Tax Codes, and performs related duties as required.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

1. Responsible for daily activities within the Sales Tax Operations Office. This includes but is not limited to the following:
 - Prioritizes day-to-day workload and activities.
 - Develops and provides recommendations to the Director of Finance to change and update the Revenue and Sales and Use Tax processes used by the taxpayers to improve efficiencies and to enhance customer service.
2. Responsible for assisting the public and private business owners who walk into or call the Finance Department to understand and comply with the City's sales and use tax laws. This includes but is not limited to the following:
 - Provides relevant information, responds to questions, and assists in the preparation of tax returns.
 - Develops and proposes improvements and efficiencies to the Director of Finance to enhance customer service.
3. Responsible for the processing of sales and use tax returns. This includes but is not limited to the following:
 - Verifies bank totals against deposit slip.
 - Reviews returns for accuracy. Assists taxpayers in correcting improperly filed returns.
 - Examines summary print-outs to identify and correct errors.
4. Responsible for the processing of assessments (demand for payment) for delinquent accounts, errors, underpayments, and overpayments. This includes but is not limited to the following:
 - Reviews and updates assessment register. Checks the status of questionable accounts.
 - Mails copies of assessments to delinquent accounts.
 - Responds to questions and complaints about assessments.
 - Adjusts and/or corrects assessments using amended information provided by the taxpayer.
5. Responsible for processing of license applications. This includes but is not limited to the following:
 - Assists business owners in completing license applications.
 - Performs data entry.
 - Assigns Standard Industrial Classification (SIC) and liability code to each application.
 - Reviews printed licenses and forwards to business owners.
 - Notifies applicants of license denials.

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6. Performs multiple complex queries for analytical reviews in the Sales Tax System (STX) to develop reports and information.
7. Prepares data summaries for sales tax program by compiling monthly and annual revenue reports with all accompanying data.
8. In a timely fashion, maintains accurate filing systems and historical archives for sales and use tax accounts and license applications in order that data can be retrieved as required.

Other Duties

- Performs related duties as required to meet the needs of the city.
- Takes proper safety precautions to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property.
- Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies.
- The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

QUALIFICATIONS:

(Note: Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted.)

Education/Experience:

Associate's degree in related field; Bachelor's degree in related field preferred.

A minimum of four years related work experience in the sales tax office of a municipal government or similar entity that would provide a thorough understanding of sales and use tax laws, computer software that supports tax collection and accounting processes, and sales tax operational procedures. Or equivalent combination of education and experience. Strong mathematical skills. Spreadsheet and good analytical skills are necessary. Accurate ten-key operation. Ability to work under pressure with minimal supervision, while paying close attention to detail and maintaining accuracy. Effective verbal and written communication skills. Excellent interpersonal skills including a demonstrated ability to establish and maintain effective working relationships with diverse people in a workplace environment. Excellent customer service skills, including the ability to deal with difficult customers.

Licensing/Certification Requirements:

Must have and maintain a valid Colorado class "R" driver's license.

Knowledge of:

- Knowledge of bookkeeping principles and methods.

Skilled in (including but not limited to):

- Proficient in Microsoft Office applications.
- Knowledge of basic accounting methods, EDP procedures, and internal controls.
- Performs duties independently without close supervision.

Abilities:

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- Ability to operate standard office equipment, including typewriters, computers, computer software, calculators, printers, copiers, scanners and facsimile machines.
- Ability to operate accounting system in accordance with generally accepted accounting principles and practices.
- Maintains accounting records and prepare reports.

Physical & Mental Requirements:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and see, using close and medium range vision. The work is mostly sedentary with periods of light physical activity, and is performed in office surroundings. Frequent use of computer keyboard and other common accounting/office devices. The work requires the ability to speak normally and to use normal or aided vision and hearing. Occasional heavy lifting, reaching, stooping, bending, crawling, crouching and climbing.

Unusual Demands:

- Work is subject to frequent interruptions and recurring deadlines
- The employee may be required to work beyond normal scheduled hours.

FLSA Status:	<input type="checkbox"/> Exempt—Salaried	<input checked="" type="checkbox"/> Non-Exempt—Hourly
Date of Original:	10/10/19; prepared by PSPC	
Date Revised:	N/A	

Employee Signature

Supervisor Signature

Date

Date