

Job Title: Tax Specialist
Department: Finance
Reports To: Finance Director
FLSA Status: Non-Exempt
Prepared By: Anthony Burrows, Finance Director
Prepared Date: 2008
Approved By: BOMA
Approved Date: 3/18/2008

GENERAL DEFINITION OF WORK:

Under the general administrative direction of the Finance Director, shall serve as the Tax Specialist with the following duties. These duties are to be carried out with complete confidentiality when required and mandated deadlines are to be met as required by the City of Manchester ordinances & Tennessee Code Annotated.

PROPERTY TAX

1. Verify and prepare tax rolls for tax notices and mail to the taxpayers or their designee.
2. Maintain the property tax rolls.
3. Preparation of delinquent property tax rolls for city attorney's filing in Chancery Court
4. Maintenance, receipting of State tax relief and assistance of contacting residents of the City.
5. Responds to daily inquiries for tax information.
6. Prepares applications and collects required data for the property tax freeze.
7. Places liens for unpaid mowing charges against the property tax, after verification of current ownership and location.
8. Reviews data and certifies property tax freeze applicants.

BUSINESS LICENSES

1. Maintains, updates, records, prepares, and mails delinquent letters as required by classifications.
2. Reviews building permits, compiles contracted gross amounts on unlicensed contractors or subcontractors and contacts contractors or subcontractors regarding the necessity of securing a business license when the accumulated gross amount exceeds the gross amount set forth by Tennessee Code Annotated.
3. Responds to daily phone calls for information and issues new business licenses when applications are submitted.
4. Researches newspapers and phone books for unlicensed businesses.
5. Contacts contractors to obtain subcontractor list when the City become aware of new commercial projects within the city limits and informs subcontractors of the necessity of a business license as required by Tennessee Code Annotated.

LIQUOR BY THE DRINK AND BEER PERMITS

1. Interacts with the ABC Board regarding fee amount and issuing original and annually billing of liquor by the drink permits.
2. Acquires and maintains required Certificate of Registrations.
3. Accept application and fees, prepare proper documentation for issuance and maintenance of beer permits, bill annually.
4. Request and follows up on the return of beer permits when businesses close.

OTHER GENERAL DUTIES

1. Issues receipts and collections for the City.
2. Issues Police Department ticket books, retrieves and prepares for audit.
3. Issues and maintains solicitors and transient vendors permits.
4. Responds to daily inquiries for any requested information regarding collections and services of the Finance tax office either by telephone or in person.
5. Receives and retrieves information and files bankruptcies with the City Attorney for all City departments.
6. Prepares and submits liability claims with necessary documentation to TML for all City departments.
7. Prepares and submits workers' compensation claims and necessary documentation and follows up as case requires in a confidential manner for all City departments.
8. Handles cemetery inquiries, sells plots, and assist in locations of plots by information available.
9. Verifies and prepares public utility tax notices for mailing to taxpayers.
10. Assists in receipting of water bills when necessary.
11. Interacts and works with other City and County departments as required by function and necessity of information required.
12. When receipting payments for items sold on Gov.Deals, compiles necessary information and distributes copies to department involved.
13. Balances daily and month end reports for motel tax, wholesale beer & liquor.
14. Compiles monthly motel tax reports for audit.
15. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

1. Must be able to communicate with all persons regardless of their social or economical level of life.
2. Able to perform each essential duty satisfactorily.
3. Computer and general office equipment knowledge and skills to perform job task.
4. Able to handle large amounts of cash and make change accurately.
5. Ability to calculate figures.
6. Ability to use Microsoft office software for Word and Excel.

EDUCATION AND EXPERIENCE:

A high school diploma or equivalent is required. At least five years' experience working with the general public is preferred but not required.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to moving mechanical parts, bending, lifting, stretching, walking and the noise level is usually moderate.

Training and travel may be required.