



CITY OF MIDDLETOWN

OCCUPATIONAL TAX SPECIALIST

Summary of Purpose:

Responsible for providing courteous customer service, processing of tax returns, tax payments and performing other collection and audit activities as may be required. Also responsible for business license renewals and maintaining an up-to-date list of Middletown businesses.

Specific Responsibilities:

- Assist business owners with completing required licensing forms
- Receive applications for business licenses and occupational taxes
- Primary contact with businesses in the community for licenses
- Prepares occupational tax bills quarterly
- Produce annual bills and licenses for all registered businesses
- Produce, create, and maintain correct licensing and tax paperwork
- Mail statements annually for reconciliation of business license
- Contacts businesses with new and expired licenses for proper compliance
- Prepare and issue notices for delinquent and/or unlicensed businesses and follows necessary collection procedures
- Stays informed of current business license and occupational tax regulations
- Maintains confidential database pertaining to all licensed businesses
- Examines tax returns and post payments to accounts
- Determines underpayment and invoices customers
- Supports other staff members and assists other personnel as necessary
- Perform other duties and projects as assigned

General Office Responsibilities:

- Answer office phone
- Provide assistance to co-workers

Necessary Knowledge, Skills, and Abilities:

- Ability of maintain financial bonding insurance
- Knowledge of applicable local and state laws pertaining to occupational tax
- Ability to keep abreast of changes in policies, programs, procedures, standards, and regulations applicable to the work unit
- Ability of make complex arithmetic computations and prepare statistical reports
- Knowledge of Microsoft Office
- Ability to communicate clearly and concisely in person, by phone and in writing
- High level of maturity, integrity, and discretion with the ability of manage time efficiently

Minimum Qualifications:

- Two years of college majoring in business or accounting, or three to five years of progressively responsible experience in bookkeeping, accounting, or related field in a municipal setting

Salary \$26.00 per hour, based on experience

Thirty hours per week

City of Middletown is an Equal Opportunity Employer