



Employment Opportunity

Revenue Clerk

Finance Department

The City of Pelham is looking for a detail-oriented and organized individual to serve as Revenue Clerk in the Finance Department. As Revenue Clerk you will administer the revenue program for collection of taxes such as: sales and similar taxes, and business licenses.

Representative List of Essential Duties and Responsibilities: The list is not intended to be all-inclusive nor exclusive, but is intended to provide examples of typical duties performed.

- Calculates and collects fees.
- Adds new taxpayers as needed into applicable software and programs.
- Inputs paper returns, deposits, and coding.
- Reviews information, generates reports and distributes to various audiences.
- Prepares and sends certified letters to delinquent taxpayers when necessary.
- Schedules and holds hearings to resolve delinquency and other tax violations.
- Identifies "Non-Sufficient Funds" (NSF) checks and recovers funds.
- Stays current with Alabama state board laws and tax laws.
- Reviews and confirms zoning and checks for certifications for proper licenses.
- Assists with tax refund administrative work.
- Performs clerical duties including recording and filing documents, copying, faxing, scanning, and notarizing documents, and providing cross coverage for other clerical staff.
- Creates and issues business licenses.
- This position requires the ability to multitask in fast pace office environment.
- Establishes and maintains effective work relationships with others.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: High school diploma or general education degree (GED) plus three years related experience with municipalities and handling business licenses and taxes and/or training; or equivalent combination of education and experience. Associates degree is preferred.

Computer Skills: To perform this job successfully, an individual should be fluent in Microsoft Office.

Certificates and Licenses: Candidate must be able to obtain certification through Alabama Municipal Revenue Officers Association (AMROA); Notary preferred.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Compensation: Compensation for this position is \$48,080.17 - \$65,528.34, depending on experience, education, and other training. The City of Pelham offers an excellent benefits package.

Applications are available on the City's website and can be downloaded. A completed application and resume are required and may be emailed to HR@pelhamalabama.gov or mailed to the City of Pelham, Human Resources, at P.O. Box 1419, Pelham, AL 35124. The final date to apply is September 28, 2023, at 5:00 p.m..

The City of Pelham does not discriminate on the basis of race, sex (including pregnancy), color, age, national origin, disability, or any other protected status. We base our hiring decisions on a variety of factors, including skills and ability to perform the job, prior employment experience, employment references as to character and willingness to work, willingness to accept the offered salary and personal interviews. The City of Pelham is an equal opportunity employer.