

**MORGAN COUNTY COMMISSION  
SALES TAX AND LICENSE ENFORCEMENT  
DIRECTOR**

**Essential Functions:** Prepares long and short term goals and objectives for the department; Manages sales tax collection activities and operations; develops and implements office policies and procedures; prepares departmental budget; monitors departmental expenditures; processes and approves documentation pertaining to department payroll and personnel; Supervises, directs and evaluates assigned staff; provides training to other staff members; Oversees daily work activities; Maintains a comprehensive, current knowledge of applicable laws/regulations and county sales tax codes and ordinances; monitors status of pending litigation, proposed legislation and changes in legislation; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate; Administers and ensures the provisions of state and local laws, ordinances, regulations, policies and procedures pertaining to licensing and sales tax are enforced; Develops and maintains cooperative and courteous relations with officials, other departments, representatives from businesses, banks and the public to maintain good will toward the County and to project/promote a positive department image; interacts with various department heads, supervisors, employees and the public to ensure compliance with all sales tax and license enforcement regulations and ordinances; consults with taxpayers, public officials, businesses and other county departments to explain department procedures and answer questions and resolve problems; Ensures and maintains professional customer service; Coordinates with the Information Technology Department to resolve software issues and works directly with the software development vendor to create new computer software enhancements; Performs duties of staff members in their absence; Supervises and/or performs computerized data entry functions to post sales tax records; balances posted sales tax records; reviews postings to balance with daily bank activity; Reviews various monthly and annual revenue collections reports (cash and accrual basis) for monthly revenue analysis, annual comparative analysis and delinquent account review; Works closely with Examiners of Public Accounts to provide necessary information for audit; directs audits of sales tax customers; Maintain confidentiality of all taxpayers' financial and other restricted information; Prepares and/or generates various correspondence, forms, reports, and other documents via computer and/or typewriter; Receives various documentation; reviews, processes, responds, forwards, maintains, and/or takes other action as appropriate; Prepares departmental files; Responds to routine requests for information from officials, employees, the general public or other individuals; Provides assistance to license inspectors as needed; Supervises activities and operations of License Inspectors; Must have the ability to work independently with minimal supervision. Coordinates with Commission Office regarding sales tax transactions effect on general ledger; Attends meetings as appropriate; Operates a vehicle used in conducting inspection activities; Performs other related duties as required.

**Minimum Qualifications:** Bachelors degree in Finance, Accounting, Business Administration or a closely related field required; five years of experience in the activities of collections of sales tax or a related field; advanced experience with Microsoft Excel; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience preferred. Must obtain certification from CROAA, Certified Revenue Examiner or any other Revenue enhancement group within two years of employment. Must maintain a valid driver's license and be insurable by the County's insurance standards.

Grade 12 (\$23.01-\$30.05)

Full Time W/Benefits

Apply at [www.co.morgan.al.us](http://www.co.morgan.al.us) or the Morgan County Commission Office 5<sup>th</sup> floor in the Morgan County Courthouse, 302 Lee St NE.

Applications accepted 03/15/2019 thru 03/22/2019

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F/M/V/D