**CULLMAN COUNTY COMMISSION**

**VACANCY ANNOUNCEMENT**

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<thead>
<tr>
<th>VACANCY</th>
<th>POSTING DATE</th>
<th>CLOSING DATE</th>
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<tbody>
<tr>
<td>EXEMPT POSITION</td>
<td>6/26/2023</td>
<td>POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)</td>
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**JOB TITLE**

DIRECTOR

**DEPARTMENT**

SALES TAX

**STATUS**

☒ Full-time  ☐ Part-time  ☐ Temporary/Seasonal

**PAY GRADE**

Salaried Position; Pay determined by the Commission based on experience and qualifications. This is a “non-classified” position that serves at the pleasure of the Commission.

**POSITION DESCRIPTION**

The employee is responsible for supervising employees involved in the collection of local sales and similar taxes. Assists taxpayers with special issues or questions. Oversees the maintenance of financial records, the balancing of receipts and production of collection reports. Processes refunds and notifies customer of additional taxes due. Approves refunds of overpayment of taxes and performs other general office duties as required. Other duties as assigned.

**REQUIREMENTS FOR POSITION**

- Knowledge of state and county tax codes.
- Knowledge of state criminal codes related to tax codes.
- Ability to effectively communicate with office staff, business owners and the general public in person and over the telephone.
- Must be able to establish and maintain effective working relationships with business owners, other employees, and the general public.
- Ability to exercise good judgment in making decisions in accordance with department policies and procedures.
- Must be able to operate a computer and software appropriate for office activities.
- Ability to supervise the work of other employees.
- Ability to obtain and maintain certification as a County Revenue Officer.
- Must possess a valid Alabama driver’s license and a driving record that meets the requirements set by the county insurance carrier.

**EDUCATION**

Must possess a bachelor’s degree in accounting, business administration, public administration or related field and 4 to 5 years’ experience in public revenue collection. However, any combination of education and experience which provides for the necessary qualifications listed will be considered.

**HOW TO APPLY**

Employment applications are available on our website at [www.co.cullman.al.us](http://www.co.cullman.al.us), or from the Personnel Department at the County Courthouse, 500 2nd Ave SW-Room 109, Cullman, AL 35055.

Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered is person or:

- Mailed to: 500 2nd Ave SW, Cullman, AL 35055
- Emailed to: personnel@co.cullman.al.us
- Faxed to: (256) 775-4670

The Personnel Department may be contacted at (256) 775-4891

_Cullman County Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other protected status._