

THE CITY OF WEST HOLLYWOOD IS SEEKING AN ACCOUNTING/FINANCE SPECIALIST with the Finance & Technology Services Department

The City of West Hollywood is now accepting applications for the Accounting Finance/Specialist within the Revenue Management Division! This Division administers the business tax ordinance, monitors receipt of all revenue sources, provides timely reports and analysis of all revenues and assists all departments in the administration of decentralized receivables. The Accounting Finance Specialist position serves as the business tax specialist and is a front-line staff member.

This position's primary focus will be assisting a high volume of business owners, in person or by virtual appointments (phones or via Microsoft Teams), therefore, strong interpersonal and communication skills are essential. The ideal candidate has extensive municipal business taxing experience with a background in accounting and a proven track record of successful direct interaction with business owners on a daily basis. Ensures that City business tax fees have been paid in accordance with applicable Municipal Code, State and Federal laws. Has the ability to review and verify documentation for obtaining and renewing business tax certificate. Ensures that City permits have been properly obtained prior to issuance of a City Business tax certificate. Has excellent computer skills and knowledge of Eden-Tyler and HDL are a plus. Has the ability to navigate multiple procedures, conduct detailed transactions, operate various software programs and successfully manage the intake of business tax data – all while providing the highest level of customer service – are essential to this position.

Position responsibilities:

- Processes business tax certificate renewals and posting payments, including assisting business owners in completing forms and answering questions related to in person or online services; coordinating of mailing lists and mass email notifications; printing, mailing or emailing digital tax certificates and renewals; conducting research to locate businesses operating without business tax certificates and calculates related fees, penalties, and taxes.
- Assists in business tax certificate processes, including developing and revising forms and instructions based on municipal code; issuing annual tax forms; identifying new businesses; and reporting delinquent accounts.
- Assists in revenue maximization functions, including coordinating use of confidential state tax data to correct allocations of sales tax data; and identifying businesses not paying taxes.
- Participates in the installation of new and revised programs, systems and procedures; creates databases and prepares reports and spreadsheets.
- Researches and adheres to Federal, State and County laws while reporting financials accordingly.

Minimum Qualifications

- Associate's degree or equivalent from a two-year college or technical school; and,
- Three to four years of progressively responsible related experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

\$6,901.91 - \$8,819.11 MONTHLY
APPLICATION DEADLINE:
NOVEMBER 15, 2022

For Job details and requirements, and to apply online, please visit:

weho.org/jobs

AA/EOE



City of West Hollywood
California 1984