



Job Title: Revenue Compliance Officer

Department: Finance Division

Status: Full-time

Salary Range: \$32,606-\$38,207

Job Description: see below

Submit cover letter and resume to Human Resources Director Sherry Lewis via email: [lewiss@huntingtonwv.gov](mailto:lewiss@huntingtonwv.gov). Candidates may also apply in person at City Hall, Room 14 – HR office or access the online application on the City of Huntington website: [www.cityofhuntington.com](http://www.cityofhuntington.com). Click on “City Government” and “Employment Opportunities.” Applications/resumes will be received through the close of business on Friday, Sept. 24, 2021.

#### REVENUE COMPLIANCE OFFICER

Job Category: Administrative  
Department: Administration & Finance  
Division: Finance

Job Code No.: FIN-13  
Pay Grade: A10  
FLSA Status: Nonexempt

#### NATURE OF WORK

This is a responsible administrative position within the Finance Division related to the collection of business license revenue and enforcement of business license code compliance for businesses operating in City limits within the bounds of federal, state, and local laws. The employee is responsible for performing investigative work in the office and on-site to identify delinquent businesses and outstanding revenue. Work also involves ensuring compliance through appropriate action of education, written notices, or citations, identifying delinquent accounts, records, and reports, and compiling data on all aspects of compliance inspection activities. The employee reports to the Revenue Audit Supervisor.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Interprets and educates the public on City business licensing ordinances and regulations; assists customers with questions regarding rules, regulations, and laws affecting business licensing; responds to and resolves questions in a timely manner.

Conducts field inspections of new and existing businesses, special activities and special events within the City to ensure that all businesses are licensed or permitted, and that the business activity is conducted according to the license or permit, and posted or available for inspection.

Verifies alcohol licensing and inspection of license to ensure that the license is appropriate for the business type.

Conducts field inspections of construction sites to determine license and enforcement requirements; may accompany inspectors and code enforcement officers to ensure business licensing compliance.

Verifies contractor licensing and inspection of permits to ensure that permits are appropriate for work being performed.

Conducts research by field review, subcontractor lists, publications, computer reports, and customer inquiries of businesses operating in the City without a business license.

Issues and documents notices of non-compliance to unlicensed businesses; follows up on non-compliant businesses to ensure collection of appropriate fees and penalties.

Prepares documents, notices, and citations for court proceedings when appropriate; provides verbal and written evidence as a witness in municipal court when citations are issued relative to State laws and City ordinances.

Conducts gross receipt verification audits when necessary to verify proper reporting for business license accounts, gross (revenue) receipts reporting requirements, and determination of business license fees and penalties.

Maintains a variety of accurate and detailed logs, records, reports and files regarding inspection activities, compliance violations and resulting actions; prepares correspondence, routine reports and status reports as required; monitors compliance activities and conducts follow-up.

Responds to citizen, public, or other outside agency complaints regarding unlicensed businesses, business activity, peddlers, and solicitors; issues notices or citations to comply as appropriate.

Prepares lists of expired licenses or renewals not returned; investigates businesses for change of location or ownership; sends or delivers notices to comply; ensures the collection of all fees and penalties due the City for business license applications and renewals.

Prepares letters regarding complaints, delinquencies and non-licensed businesses; delivers Cease and Desist orders to businesses as needed.

Works cooperatively with all departments and assists as necessary, such as providing notices related to zoning, rental registry, vacant building registry, unsafe building violations etc.; works with Health Department and other outside agencies on various permitting and licensing requirements.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

## MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a two-year degree in business, accounting, or related field; minimum two (2) years of experience in billing and collections, accounting, or cashiering; experience in law enforcement, compliance or investigations desirable; or any equivalent combination of education and experience.

## NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of state laws and city ordinances including municipal permit, license, zoning ordinances and related laws, codes, and ordinances.

Considerable knowledgeable of local, state, and federal laws that govern business licensing.

Considerable knowledge of current computer software (Microsoft Office).

Ability to interpret and explain applicable laws and regulations.

Ability to quickly learn proprietary financial software.

Ability to enforce regulations with firmness and tact and establish and maintain effective working relationships with business owners, the general public and employees.

Ability to maintain records, write concise reports and present evidence in court.

Ability to communicate effectively, both verbally and in writing.

Ability to handle confidential information and matters in a discreet and professional manner.

Good public relations demeanor.

## SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides.

Completion of a minimum of three (3) Fred Pryor Online Learning trainings within six (6) months from date of hire. The courses will be determined by the supervisor.

## TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, tablet, calculator, tape recorder, copy machine and fax machine.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, bend, kneel, talk, see, hear, and smell.

The employee may occasionally lift and/or move up to 25 pounds.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to hazards associated with unsafe buildings and unsanitary conditions. The noise level in the work environment is usually moderately quiet in the office and moderately loud while performing field work.

#### SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.