



CITY OF CALEXICO

CLASS TITLE: REVENUE OFFICER

MONTHLY: \$3,300 - \$4,011

RANGE: G-26

BASIC FUNCTION:

Under the direction of the Finance Director, perform a variety of clerical, accounting, record-keeping and customer service duties in support of City business license and utility billing functions; serve as a liaison and technical resource concerning business licenses and utility billing.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical, accounting, record-keeping and customer service duties in support of City business license and utility billing functions; resolve business license and utility billing issues, complaints and conflicts in a proper and timely manner.

Serve as a technical resource to staff, outside agencies and the public concerning City business licenses and utility billing; respond to inquiries and provide technical information concerning related processes, ordinances, standards, requirements, rules, regulations, codes, policies and procedures.

Provide a variety of services to assure proper implementation of and community compliance with the Business License Ordinance; advise proprietors concerning business license renewals; assist the public with completing related forms, applications and paperwork.

Compile data and information and prepare and maintain a variety of records and reports related to local businesses, business licenses, accounts, revenue, billings, work orders, meters, fees, adjustments and assigned activities; prepare and distribute billings and statements for City services.

Maintain, review and adjust assigned accounts; monitor and update accounts and ledgers to reflect income and expenditures; balance and reconcile various accounts as directed; calculate, assemble, match, sort, review, verify and post a variety of financial and statistical data.

Coordinate field inspections and surveys to determine validity of business licenses and identify unlicensed businesses; review newspapers and other publications to identify business activities requiring compliance with City business license codes.

Obtain new sources of revenue by identifying City agencies providing services in City commercial

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rental property, outside real agents and other areas of commerce; establish and maintain contact with local businesses to facilitate and enhance City revenue through sales tax.

Compare sales tax with business licenses to assure City is receiving appropriate revenue from sales tax; calculate tax assessments for new and existing businesses; compile and assemble information regarding delinquent accounts for possible legal actions.

Serve as a liaison between the City, local businesses, outside agencies and the public concerning business license and utility billing functions; visit local businesses to request and provide information and inspect activities.

Identify businesses in violation of business license ordinances and refer to appropriate department for enforcement actions.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; generate various computerized documents, invoices, statements and reports; assure accuracy of input and output data.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; drive a vehicle to conduct work.

Provide input concerning the review and revision of the Business License Ordinance; evaluate and provide recommendations concerning licensing priorities and problem resolution.

Compose, prepare, process and distribute a variety of forms and correspondence related to assigned activities.

Confer and collaborate with refuse meter reading activities with the Water department as appropriate.

Schedule utility turn-offs and arrange meter reading activities with the Water department as appropriate.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Customer service practices, procedures and techniques.

Methods, procedures and terminology used in technical accounting work.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Policies and objectives of assigned programs and activities.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

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Methods of collecting and organizing data and information.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Basic public relations techniques.
Mathematic calculations.

ABILITY TO:

Perform a variety of clerical, accounting, record-keeping and customer service duties in support of City business license and utility billing functions.
Serve as a liaison and technical resource concerning business licenses and utility billing.
Understand and resolve business license and utility billing issues, complaints and conflicts.
Provide a variety of services to assure community compliance with the Business License Ordinance.
Coordinate field inspections and surveys to determine validity of business licenses.
Maintain accurate financial and statistical records.
Compile and verify data and prepare reports.
Maintain, balance, update and adjust accounts.
Assemble, organize and prepare data for records and reports.
Compare numbers and detect errors efficiently.
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years clerical experience including work with accounting and customer services functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.