



## Business License Coordinator

**Department:** City Clerk

**SUMMARY:** Performs duties related to the issuance, renewal and auditing of City business licenses, vendor applications, peddler permits and permits for other special events.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Review, receive and process new license applications; issue licenses, peddler identification badges and permits; review and issue license renewals.

Assist business owners in applying for sales tax numbers, completing tax forms, and resolving basic sales tax related problems.

Research county records for audit leads including rental property both residential and commercial within the City limits of Apache Junction; research name, parcel number or address.

Review building permits for potential license requirement violations, may include field visit.

Maintain manual and computer files of all businesses operating within the City limits.

Maintain up-to-date license files, reports and events; process and document license closures and renewals.

Prepare monthly invoicing; collect and process non-payment of license fees and sales tax; prepare daily cash reconciliation for deposit.

Responds to customer requests; maintain brochures and forms for customer information; prepare outgoing mail and process incoming mail; perform tax processing duties as needed.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

### **KNOWLEDGE AND SKILLS:**

#### **Demonstrated Knowledge of:**

City and Department procedures, policies and guidelines; federal, state and local tax and business laws.

Basic accounting principles, policies, procedures and methods involved in accounts payable processing.

Office methods, rules and policies to perform tax related clerical work and customer service; public sector processes in business and vendor licenses, permits and operations.

**Skill in:**

Establishing and maintaining cooperative working relationships with vendors, coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment; proficient typing and data entry.

Assessing and prioritizing multiple tasks and demands; maintaining composure and working effectively under stress; meeting deadlines.

Interpreting and explaining City ordinances related to business licenses, special events and regulatory permits.

**MINIMUM QUALIFICATIONS:**

Must possess a high school diploma or GED, and twelve (12) credit hours of bookkeeping, accounting, or finance coursework, and four (4) years of paid fulltime clerical or bookkeeping or accounting experience; OR an equivalent combination of education and experience.

**LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Some field work may be performed outdoors or in various business settings. Some evening and weekend work required.

Adopted:

Revised: Oct, 2010; Nov, 2014