CITY OF OCEANSIDE

JULY 2010
JOB CODE: ACCT25
UNIT: OCEA

REVENUE COMPLIANCE INSPECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, to perform a full range of duties involved in the administration of the City's revenue programs, including business tax, business licensing, transient occupancy tax, sales & use taxes, franchises, leases, fines and fees; and to perform a variety of fiscal and administrative duties relative to assigned area.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Analyzes, evaluates, interprets, and provides recommendations to revise ordinances and procedures related to revenue programs in the City; disseminates information to the public regarding the City's business license requirements and participates in business license issuance and inspection activities; monitors businesses and concessionaires to ensure compliance with the City of Oceanside Municipal Code and contracts; verifies business financial records for proper payment of business taxes, transient occupancy taxes and other fees; examines business records in order to secure information necessary for a determination of the firm's tax liability; explains tax determinations and special district assessments to representatives of firms; advises persons of license laws and Certificate of Public Convenience necessity permits; examines business tax returns for accuracy and completeness; compiles, calculates and reviews financial data and reports and reconciles discrepancies; posts transactions in accounts, journals and ledgers; utilizes computer programs and other government websites to discover unlicensed businesses in the City; implements and conducts comprehensive and ongoing review programs of taxes, fees, income properties and fines for deficiencies and misallocations; integrate and compare a variety of data bases relating regulatory, receivables, tax, inspection and other records; examines records of hotels and commercial / industrial businesses for possible under reporting of gross receipts; compiles accurate and detailed information for action by appropriate elected officials or staff; prepares correspondence in response to public inquiries; collects, examines and assesses a variety of data and information; conducts studies and surveys; prepares reports including business activity reports; attends professional group meetings to stay abreast of changes in laws and practices.

MINIMUM QUALIFICATIONS

Knowledge of:

- Municipal tax, business tax and related revenue and control ordinances.
- City business license ordinance licensing methods and procedures.
- Pertinent Federal, State, and local laws, codes and regulations.

- Principles of government taxation and revenue collection.
- Accounting and auditing principles.
- Basic real estate principles and real estate economics.
- Modern office procedures, methods, and equipment including computers and applicable software applications.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.

Ability to:

- Understand, interpret and communicate the principles, rules, regulations and procedures involved in enforcement of ordinances and regulations pertaining to municipal business activities.
- Compile, examine and assess financial data and draw logical conclusions.
- Gain cooperation and compliance with requests by speaking logically and clearly.
- Tactfully and effectively deal with public, elected officials, and City staff.
- Maintain confidential data and information in compliance with applicable rules, regulations and laws.
- Maintain and update accurate records and files.
- Prepare clear and concise reports.
- Perform basic arithmetic calculations accurately.
- Operate modern office equipment including computers and associated software.
- Work independently and efficiently to carry out assignments.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Two years of experience in investigation, revenue collection, and interpretation of financial records involving extensive public contact, ascertainment of facts and application of regulations.

Training: Equivalent to the completion of the twelfth grade supplemented by college level course work related to area of assignment. Bachelor's degree from an accredited college or university is desirable.

License or Certificate: Possession of an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions: Office and field environment; travel from site to site; exposure to computer screens; extensive public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret documents.