

VACANCY NOTICE

POSITION

REVENUE CLERK

DEPARTMENT

Revenue & Inspections Dept

JOB TYPE

Part Time

OPENING DATE

August 14, 2023

PAY RANGE

\$11.00 to \$16.00 per hour

CLOSING DATE

Until Filled

POSITION BENEFITS:

- Retirement through RSA (with a City match)
- Direct Deposit

SUPPLEMENTAL INFORMATION

- This position is considered part-time (20 hours per week).
- Hours of work: Mon - Fri 8:00am to Noon but may have slight variations.
- The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATION DEADLINE/PROCEDURE:

- Individuals interested in this position are invited to submit an employment application and/or detailed cover letter and resume to the email address below.
- Application forms may be found on our website at <https://www.riverside-al.com/employment>.
- Completed applications should be e-mailed to info@riverside-al.com.
- We consider all applications received; however, only candidates selected for interviews will be contacted. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-7692 ext. 4.

The City of Riverside is an equal opportunity employer. It is the official policy of the City of Riverside that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Riverside will make reasonable accommodations for qualified disabled applicants or employees.

REVENUE CLERK JOB DESCRIPTION

POSITION SUMMARY

The position of Revenue Clerk is one that assists multiple departments with the general public by calculating, invoicing, verifying payment, posting receipt and issuing documents.

REPORTS TO

City Clerk
Building Inspector
Other as needed

DUTIES

The following duties for this position include:

- Serves as the point of contact for business license, building permits, zoning inquiries, nuisance procedures, etc.
- Prepares and distributes invoices, licenses, permits and renewal forms, processes payments, examines account issues, and generates required documents and communications with residents and businesses.
- Posts and reconciles all monies received to subsidiary accounts, prepares supporting documentation, and prepares deposits.
- Computerized data entry.
- Files and maintains all required records and correspondence.
- Handles collection of delinquent/returned payments.
- Assures the timely administration of phone calls, emails, invoices, renewals, and receivables.
- Receives and advises visitors and callers on procedural requirements; composes and types correspondence; bulk mailings; maintains records.
- Knowledge in and familiarity with departmental policies, municipal ordinances and federal and state statutes.
- Protects organization's value by keeping information confidential.
- Position does not require sole determination of nuisance violations, inspection of construction or permitted sites, sales tax callocations.
- Any additional duties as assigned by the department head or supervisor.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

- Exceptional operating skills with computers, Microsoft Office, Adobe Acrobat, data entry and financial software, copiers, postage machines, various office machines and technological equipment.
- Business writing skills to compose professional letters and documents.
- Highly organized and self-driven with the initiative to work independently.
- In-person and Online communication skills using business etiquette grammar.
- Ability to take action, through self research and review, when a matter is unfamiliar.
- Must be able to effectively communicate and interact with other employees and the general public.

REVENUE CLERK

CONTINUED

KNOWLEDGE, SKILLS, AND ABILITIES

- Serves as the point of contact for business license, building permits, zoning inquiries, nuisance procedures, etc.
- Prepares and distributes invoices, licenses, permits and renewal forms, processes payments, examines account issues, and generates required documents and communications with residents and businesses.
- Skill in oral communication and customer service.

SUPPLEMENTAL INFORMATION

- The work is mostly sedentary but may require some walking, standing, bending and/or carrying items such as papers, books or office hardware occur.
- Prepares and distributes invoices, licenses, permits and renewal forms, processes payments, examines account issues, and generates required documents and communications with residents and businesses.
- Graduate from an accredited high school or hold a certificate of high school equivalency (GED) required. College degree preferred.
- Valid driver's license.