



BUSINESS TAX SPECIALIST

187

Jamestown
1607

DEPARTMENT: Commissioner of the Revenue

NATURE OF WORK:

Performs specialized administrative and technical work involving the assessment of and compliance with local business tax ordinances. Manages the Business Personal Property and Machinery and Tools Tax assessment process. Provides support to the Business License Inspector to assist in the timely processing of Business License Returns. Work is performed under the general supervision of the Commissioner of the Revenue.

ESSENTIAL FUNCTIONS OF THE JOB:

Receives and processes local returns for Business Tangible Personal Property and Machinery and Tools. Takes necessary steps to obtain delinquent.

Performs compliance checks using external documents to confirm gross receipts reported on locally filed business returns.

Reviews State Sales and Use Tax records to confirm proper registration of businesses pertaining to Local Option Sales Tax.

Assists the Business License Inspector in processing license returns and applications as necessary.

In the absence of the Business License Inspector, meets with new businesses to obtain required license information and to explain the reporting obligations of the business with regards to local business taxes. Properly classifies each new business to ensure that correct rates are applied to gross receipts.

Seeks out and assists in the development of automated processes for external and internal data; compares to ascertain the highest levels of compliance in all business taxes.

Prepares and submits management reports reflecting resource expenditures and results accurately and in a timely manner.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Equipment used will include personal computer, laptop, printers, photocopiers, telephone, fax machine, calculator, and other general office machines.

REQUIRED KNOWLEDGE, SKILLS

Knowledge of accounting and financial statements including balance sheets and income statements.

Knowledge of generally accepted office practices and the operation of general office equipment.

Ability to research, understand, and interpret statutes; forms, and procedures for assessment of businesses for local business tax.

Ability to work with a wide range of individuals including, but not limited to, business executives, the general public and other County staff to explain and implement requirements for compliance with local business tax regulations both orally and in writing.

Ability to work effectively both individually and as a member of a team.

MINIMUM QUALIFICATIONS:

Associate's degree in accounting or computer science with accounting emphasis and four years of technical accounting experience, which shall have included experience with computerized accounting systems; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess and maintain a valid Virginia Drivers License and have an acceptable driving record based upon James City County criteria.

Requires post-offer drug test and criminal history record check.

Except in accordance with proper judicial order or as otherwise provided by law, the employee shall not divulge any information acquired by him in the performance of his duties with respect to the transactions, property, including personal property, income, or business of any person, firm, or corporation. Employee will be given Section 58.1-3 of the Code of Virginia to read and a signed copy will be held on file.

Date: August 2007

BusTaxSpec187_021_01.doc

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Business Tax Specialist
 Department: Commissioner of the Revenue

Position Number: 187
 Division: 021

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

<p>1. <u>Speaking/Talking:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Answer telephone, radio or switchboard <input checked="" type="checkbox"/> Communicating with County officials <input checked="" type="checkbox"/> Communicating with public <input checked="" type="checkbox"/> Communicating with vendors <input checked="" type="checkbox"/> Communicating with supervisors and/or with other employees <input checked="" type="checkbox"/> Communicating with others _____ <input type="checkbox"/> Not essential to job functions 	<p>2. <u>Hearing/Listening:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ability to distinguish between different tones <input checked="" type="checkbox"/> For communication with County officials, public, vendors, supervisors and/or other employees <input type="checkbox"/> Not essential to job function. <p>3. <u>Reading:</u> (ability to read and understand text)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Essential to job function <input type="checkbox"/> Not essential to job function
--	--

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (☐) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5	5-10	10-15	15-25	25-50	50	Occasionally	Frequently	Continuously
Lift			✓				✓		
Push/Pull		✓					✓		
Hold/Carry	✓							✓	

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input checked="" type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9			
Stand	✓						✓		
Sit					✓				✓
Walk	✓							✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

- Essential to job function: These characteristics are necessary (Check all that apply)
- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

Date: August 2007
BusTaxSpec187_021_01.doc