



BUSINESS LICENSE INSPECTOR

184

DEPARTMENT: Commissioner of the Revenue

NATURE OF WORK:

Performs specialized work involving the issuance of business licenses and the assessment of local business taxes. Work is performed in accordance with State and County codes and under the general supervision of the Commissioner of the Revenue.

ESSENTIAL FUNCTIONS OF THE JOB:

Assesses business license tax based upon returns filed by businesses operating within James City County and issues licenses in accordance with County Code.

Meets with new businesses to obtain required license information and to explain the reporting obligations of the business with regard to local business taxes. Properly classifies each new business to ensure that correct rates are applied to gross receipts.

Prepares daily transmittals of funds received for deposit by the Treasurer.

Sets up accounts for all excise taxes for businesses required to collect Transient Occupancy and Prepared Food & Beverage taxes.

Prepares and distributes forms for renewal of business licenses and reporting of local excise taxes.

Communicates with taxpayers, other departments, and the public by various means, including telephone, e-mail, and written correspondence.

Works with Business Tax Auditor to process any adjustment to license taxes based upon audits of business records.

Works with State agencies and other County departments to ensure that all businesses obtain the required licenses and registrations.

Uses various State and local reports and returns to determine the accuracy of business license filings.

Issues summons to obtain information required to properly assess license taxes from businesses that do not properly file returns.

Maintains accurate historical records for all businesses assessed under business license statutes.

Performs work safely and in accordance with departmental safety procedures and the County Safety Program

Performs other related duties as required.

JOB LOCATION AND EQUIPMENT OPERATED

Duties are performed in an office setting. Equipment used on a regular basis includes personal computer, printers, telephone, photocopier, fax machine, calculator and other standard office machines.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of statutes, forms, and procedures related to the issuance of business licenses and the assessment of other local business taxes.

Knowledge of various accounting and financial statements and income tax returns related to business income.

Knowledge of general office practices and procedures.

Ability to interpret and apply statutes and policies to complex and non-routine questions and problems

Ability to work with a wide range of individuals including, but not limited to, business executives, the public, and other County staff to explain and implement requirements for the issuance of local business licenses.

Ability to collect and organize facts to prepare clear and concise reports

Ability to organize and process data using multiple computer database and spreadsheet software systems.

MINIMUM QUALIFICATIONS

High school diploma or equivalent, supplemented by post-secondary education in accounting, business administration, or taxation preferred; and experience related to the duties of the position, or an equivalent combination of training, education, and experience.

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