

# Hardin County Government

## Job Description

*Non-Hazardous*

**Occupational License Tax Coordinator**

**Pay Grade 17**

STATUS	
<b>Date:</b> November 30, 2021	<b>Department:</b> Finance
<b>FLSA Status:</b> Exempt	<b>Reporting Authority:</b> Treasurer/ Finance Director
<b>Supervisory Responsibility:</b> None	

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### **Job Summary**

The purpose of this position is to accept, process and maintain information regarding occupational tax. Assists other employees with the completion of tasks. The person holding this position must have a thorough knowledge of all aspects of bookkeeping and administrative duties, as well as a basic knowledge of how county government operates.

### **Major Essential Duties**

- Applies knowledge of the County's occupational tax ordinance in administering the County's tax collection procedures
- Process Occupational Tax Questionnaires and issue County Tax Numbers
- Verify Net Profits License Fee Returns OL-S using tax payer Federal Tax return information
- Review all Employer's Quarterly License Fee Returns
- Administer occupational tax policy to determine Nexus within the District
- Determine apportionment of adjusted business income
- Process refund applications
- Maintain confidentiality of all applicable information and documents associated with each licensee account
- Utilize, acquire and retain full knowledge of Internal Revenue Codes and Kentucky Department of Revenue laws and regulations necessary to tax compliance
- Writes receipts and maintain account history as needed
- Assist business in filling out forms and applications
- Answers inquiries over the phone and in person regarding ordinance and regulations

### **Minor Essential Duties**

- Provide tax information to auditors during audits
- Maintain files and spreadsheets on all Taxpayers
- Compile year-end reports as needed
- Attend workshop and classes on regulations that govern county policies and procedures

### **Qualifications**

#### ***Education and/or Experience***

- Graduate of an accredited high school or equivalent; college credits in appropriate fields preferred.
- Must possess a thorough knowledge of computers, calculators, typewriters, as well as other office equipment, accounts payable, posting ledgers and office procedures and practices.

#### ***Language Skills***

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills

#### ***Mathematical Skills***

- Ability to add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs

#### ***Reasoning Ability***

- Solves practical problems while dealing with several abstract and concrete variables
- Interprets an extensive variety of complex technical and instructional information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

#### ***Certificates, Licenses, Registrations***

- A Valid Kentucky Driver's License

### ***Other Knowledge and/or Skills***

- Ability to operate standard office machines
- Ability to display and exercise mature judgment, courtesy and tact in dealing with county employees and public on the telephone or in person
- Must be skilled in the effective use of computers and standard office machines
- Ability to use the computer for accounts payable, records and correspondence
- Thorough knowledge of accounts payable procedures, bookkeeping, office practices and procedures is required
- Must possess the ability to manage time wisely and prioritize in a high output office environment
- Possess advanced skills in Microsoft® Word, Excel, and other computer programs for word processing, spreadsheets, and database management
- Knowledge of QuickBooks® preferable

### **Physical Demands**

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

#### **Regularly (over 2/3)**

Sit  
Talk or hear  
Use hands to type, handle papers, etc.

#### **Occasionally (under 1/3)**

Stand or walk  
Reach with hands and arms  
Lift and/or move up to 25 pounds  
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate.

### **Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems

- Commitment to serve the County's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 18 years or older
- Must maintain confidentiality in all aspects of the position
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: November 30, 2021  
Status Box Change:



Harry L. Berry  
Hardin County Judge/Executive