

CITY OF PARIS JOB DESCRIPTION

Position: Finance Specialist

Reports to: City Manager

Department: Administration 115

FLSA Status: Non-Exempt/Hourly

Core Schedule: M-F 8:00a-5:00p

Supervises: None

Purpose:

The Finance Specialist is responsible for overseeing various collections processes, ensuring tax compliance, and managing licensing and permits for the city. This role will involve handling delinquent tax liens, refunds, audits, business license renewals, and alcohol beverage control (ABC) licensing, while ensuring compliance with relevant ordinances and state regulations.

The Finance Specialist is entrusted with sensitive financial and personal information related to customer accounts, payments, and licensing. Strict confidentiality must be maintained at all times.

General Duties and Responsibilities:

- Conduct collections efforts and billings for taxes; follow up on aged receivables for General Fund.
- Prepare and analyze reports related to tax collections, refunds, and aged receivables.
- Create, obtain appropriate signatures, and file delinquent tax liens with the County Clerk in compliance with KRS 134.420.
- Preparation of delinquent tax notices to customers, maintain records for all collection communications for collection efforts.
- Provide education to businesses regarding city requirements, tax obligations, and licensing processes.
- Verify and issue business license renewals while ensuring all businesses are in tax compliance before new licenses are issued.
- Review Accounts Payable (AP) lists for vendor compliance.
- Research and process overpayment refunds for taxes, ensuring accurate and timely processing.
- Assist with the processing of returned checks, initiate collections actions, notify the issuer of the returned check, and apply appropriate fees to accounts for General and Utility Fund.
- Assist with eh application, collections, and the prosecution of theft of service fees, turning over cases to the County Attorney when necessary.
- Document and report unclaimed property to the state.
- Create, manage, and maintain various permits and licenses for the City; process payments.

- Performs related tax and fee collection duties as required; these additional duties may represent tasks typically performed by those in a lesser or more advanced job grade.
- Must have permitting knowledge: Buise, ABC, Assoc. Permitting and specific even permitting.

Manual/Physical

- Operates a variety of standard office equipment, including a personal computer that requires continuous and repetitive eye and arm, or hand, movement. Standing/sitting for extended periods of time. Ability to lift up to 25lbs frequently.

Other Requirements

- High School Diploma or GED.
- Two years of working knowledge in accounting and finance.
- An equivalent combination of experience and education.
- Knowledge of accounting regulations for organizations working within the local government is preferred.
- Demonstrated initiative and the ability to work independently and effectively within time constraints.
- Knowledge of financial systems and procedures.
- Knowledge of theories and practices of municipal fiscal administration, accounting, collections, and internal controls.
- Proficient in Microsoft Office and other related software.
- Must possess and maintain a valid driver's license.
- Ability to communicate effectively both orally and in writing.
- Ability to identify problems and review related information to develop and evaluate options and implement solutions that are in accordance with laws, ordinances, and established principles.
- Manages all license permitting for the city.