



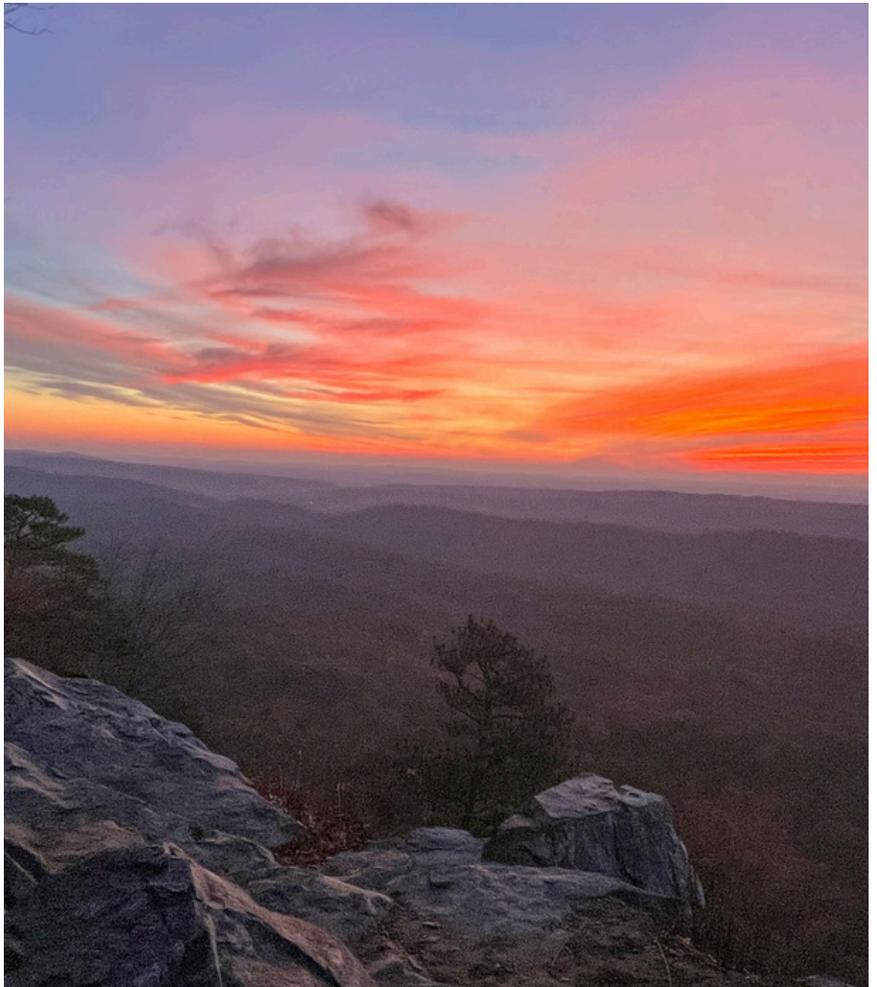
Pelham

A path apart.

LICENSE/REVENUE CLERK

PELHAM, ALABAMA

Pelham is home to Oak Mountain State Park, known for its stunning views and a vast variety of outdoor activities.



THE OPPORTUNITY



A search is underway to attract a highly qualified candidate to serve as our License/Revenue Clerk.

This role is pivotal in our mission to making doing business in Pelham as convenient as possible. As a License/Revenue Clerk, you will classify and issue business licenses, manage tax accounts, ensure collections are accurate, and provide friendly support to our community. This position involves a mix of clerical tasks and customer service, making every day a little different. The ideal candidate is organized and enjoys helping others.



THE COMMUNITY

Incorporated in 1964, Pelham is Shelby County's second-largest city, with more than 24,000 residents. Pelham boasts unmatched indoor and outdoor recreational opportunities, a community-inspired school system, and a diverse mix of businesses of all sizes. Our residents enjoy an unparalleled quality of life.

Pelham, Alabama, is a recreation and entertainment destination, which helps the City offer and maintain premier amenities and services that enhance the quality of life for those living, working, and visiting the city.

Consistently ranked one of the safest cities in Alabama, Pelham is recognized as One of America's Best Small Towns (Money Magazine), Best Suburbs to Buy a House in America, Places to Live in Alabama, and Places with the Best Public Schools in Alabama (Niche).

Extensive information regarding Pelham and the investments in services and amenities can be found on the City's website, www.pelhamalabama.gov.



LIVING IN PELHAM

Pelham is home to Oak Mountain State Park, Alabama's largest, at 11,584 acres. It draws nearly 780,000 visitors per year.

Ballantrae Golf Club is a favorite for residents and visitors amongst public golf courses and was recently ranked the 4th best public golf course in Alabama (Best Things Alabama).

The Pelham Civic Complex & Ice Arena is home to The Birmingham Bulls, a Southern Professional Hockey League team, and boasts two NHL-sized sheets of ice and more than 7,000 square feet of banquet space.

The Pelham Racquet Club hosts an annual United States Tennis Association Pro Circuit women's tournament that attracts top players from around the world.





THE DEPARTMENT

The Finance Department is responsible for safeguarding Pelham's assets through adherence to the Governmental Accounting Standards Board's (GASB) rules and regulations.

The Department prepares and distributes monthly financial reports. Additionally, the Finance Department records and receipts all City revenues; is responsible for accounts payable payments; monitors and assists businesses to ensure appropriate licenses are obtained; prepares annual budgets; manages debt service; and assists external auditors in completing annual audits.

THE POSITION

ESSENTIAL DUTIES

- Explains business license process to customers; assists customers in completion of business license applications; instructs public on use and computation of applicable tax forms; calculates business license fees; refers to city revenue code to determine proper license classification schedule for each business; issues business licenses.
- Ensures yearly renewal notifications are sent out in a timely fashion.
- Adds new taxpayers as needed into applicable software and programs.
- Calculates, posts, and balances tax, license, or other payments.
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- Prepares and sends invoices, credits, notices, and certified letters to delinquent taxpayers when necessary.
- Identifies “Non-Sufficient Funds” (NSF) checks and recovers funds.
- Maintains a comprehensive, current knowledge of applicable laws/regulations and city/state revenue codes; maintains knowledge of city limits/boundaries; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Reviews and confirms zoning and checks for certifications for proper licenses.
- Responds to complaints and investigates businesses for compliance with City revenue ordinances; pursues investigation of questionable business activities. Coordinates investigative activity with the business community, police department, and other applicable City departments as needed.
- Performs clerical duties including answering a multi-line telephone, recording and filing documents, copying, faxing, scanning, and notarizing documents, and providing cross coverage for other clerical staff.

QUALIFYING CRITERIA

EDUCATION/EXPERIENCE

- High school diploma or general education degree (GED) plus three years related experience with business licenses and taxes in a municipal setting; or equivalent combination of education and experience.
- An Associates' degree is preferred.

CERTIFICATION/LICENSURE

- Certified through Alabama Municipal Revenue Officers Association (AMROA) within three years from hire date required.
- Notary preferred.



COMPENSATION & BENEFITS

COMPENSATION

The current pay scale ranges from \$49,042 - \$66,839.

BENEFITS

MEDICAL PLAN

- Blue Cross/Blue Shield: Health & Dental
- Humana: Vision
- Prescription drug coverage through OptumRX
- Teledoc
- AFLAC
- Flexible Spending Account

LIFE INSURANCE & DISABILITY

- Group Life Insurance (provided by the City of Pelham for employees)
- AFLAC
- Supplemental Benefits Plans (Voluntary Term Life Insurance; Accidental Death and Dismemberment; Long Term Disability)

RETIREMENT OTHER SAVINGS

- Retirement Systems of Alabama (RSA) State Retirement: Tier 1
- Deferred Compensation
- College Counts 529
- Discounted tuition through Faulkner University

HOLIDAYS & LEAVE

- Paid Leave: Twelve vacation days, twelve sick days, twelve holidays, one day of personal time

MISCELLANEOUS

- Employee Assistance Program
- Bi-weekly bilingual incentive of \$200 (\$5200/year) to fluent Spanish employees
- Employee discounts at Ballantrae Golf Club
- Employee discounts at Pelham Racquet Club
- Free single membership at Pelham Recreation Center

HIRING PROCESS

READY TO JOIN US? HERE ARE THE STEPS:

- Read the [full job description](#) and [apply online](#).
- [Download an application](#) and email it and your resume to HR@pelhamalabama.gov. If you prefer to mail your application and resume, send them to the City of Pelham—Human Resources Department, P.O. Box 1419, Pelham, AL 35124.
- Selected candidates will participate in a panel interview.
- If offered a conditional offer of employment, the candidate must pass a background check and a pre-employment drug screen.

The City of Pelham does not discriminate on the basis of race, sex (including pregnancy), color, age, national origin, disability, or any other protected status. We base our hiring decisions on various factors, including skills and ability to perform the job, prior employment experience, employment references as to character and willingness to work, willingness to accept the offered salary and personal interviews. The City of Pelham is an equal-opportunity employer.

