



## City of North Charleston Vacancy Notice

**Position:** Fiscal Support Specialist/ Business License Clerk  
**Department:** Finance  
**Pay Grade:** 107 (\$43,157 - \$65,867)

### GENERAL STATEMENT OF POSITION

Under occasional supervision, performs routine to moderately complex and clerical work in support of Finance Department operations. Performs related work as required. \* Full job description attached.

### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Recommending an associate's degree in accounting or business or related field, supplemented by six to nine months of experience in accounting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Posted: 07/8/2024

Deadline: Until Filled

Finisha I Bennett, SHRM-SCP, MA, MJ  
Deputy Director – Human Resources

City of North Charleston  
South Carolina  
*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>FISCAL SUPPORT SPECIALIST / BUSINESS LICENSE CLERK</b>		<b>Job Code:</b>	467
<b>Core Comp Group</b>	<b>ADMINISTRATIVE</b>		<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>Pay Grade:</b>	<b>107</b>			
<b>Effective Date</b>	<b>02/24/2020</b>	<b>Revision A: Risk</b>	<b>D. HENDERSON 7/8/2024</b>	
<b>Revision B:</b>		<b>Revision C:</b>		
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>				
<b>Dept.</b>	<b>Finance</b>		<b>Dept. #</b>	<b>415</b>
<b>Location:</b>	<b>Finance</b>		<b>EM Status:</b>	
<b>Reports To:</b>	<b>Budget Manager</b>			

**Summary Objective**

Under occasional supervision, performs routine to moderately complex and clerical work in support of Finance Department operations. Performs related work as required.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Assists the public in comprehending the business license process for classifying the business, inspections process, reporting requirement and collection of fees.
- Processes business license applications, in accordance with prescribed policies and procedures to include entering new account applications, processing new and renewal applications, issuing licenses, preparing invoices for collections and preparing related reports as required.
- Communicates in person, by phone, email or fax with businesses to assist with applying for a new business license and initiating the collection of delinquent business licenses.
- Assists new business during the audit process by explaining the license requirements and providing accurate financial data pertaining to business accounts, collections and posting audit payments.
- Receives and initiates investigations of complaints regarding businesses operating without a license.
- Internally researches and investigates new businesses operating without a business license.
- Process General Contractors' reports to ensure all subcontractors working within the City limits are properly licensed.
- Performs a variety of office accounting and clerical duties such as processing mail, verifying and preparing deposits, retrieving and balancing cash box receipts, preparing daily deposit totals, and reconciling and printing daily reports.
- Maintains business license files and compiles reports.
- Reconciles business license and permit collections, submits cash edit reports, and cash collections reports to Business License Official, as needed.
- Assists City staff members in researching information needed for code enforcement for planning and zoning issues, building and fire code departments.
- Initiate and monitor the business licensing inspection process,
- Keeps immediate supervisor accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

- Calculate and collect business license fees and permit revenues in accordance with State and City established policies and reporting requirements. Verification and collection of building permits.
- Collect and process documents and applications required to issue temporary Taxi Drivers' permits and Precious Metal Dealers' State Permits. Assist applicants with solicitor and peddler permits and taxi and shuttle services to ensure State and Local requirements are met. Collect and process all information required by City and State regulations to issue licenses and related documents for Transient vendors and Fireworks stands.
- Processes billings for and maintains records of building permits, precious metals permits, pyrotechnic permits and others.
- Collects and records various other fees, fines and payments as required.
- Prepares bank deposits.
- Assists with data entry of accounts payable invoices. Responsible for scanning documentation in support of the invoices.
- Responsible for submitting invoices to other agencies that arise in normal Finance Department functions such as miscellaneous payroll deductions or miscellaneous billings.
- Responsible for receipting, recording and posting in the Finance Department GL software of miscellaneous payments from various sources. Provide reports to Supervisor.
- Must be cross-trained and provide back up to the Permit Technician in Building Inspections when the need arises.
- Assists in coordinating department procedures and activities with those of other divisions, departments and agencies as necessary.
- Performs general clerical duties as required, including answering the telephone, typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, processing daily mail.
- Refers to policy and procedure manuals, business license invoices, various reports and records, etc.
- Operates a variety of equipment such as a computer, printer, scanner, fax machine, copier, calculator, telephone, credit card machine etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other City employees, various other government agencies, business license vendors and the general public.
- Assists other department clerical personnel with duties as necessary.
- May be required to work nights, weekends, holidays to meet the business needs of the City.
- Performs related duties as required.
- May be designated to report to work during hazardous weather or emergency conditions.
- Organizes and manages distribution of invoices throughout the office in a timely manner.
- Ensures invoices are being processed on time and informs management when there is a foreseeable excessive workload or an excessive number of invoices waiting for entry.
- Verifies new and existing vendor records; receives, organizes, and schedules invoices for payment.
- Calculates, posts and verifies invoice amounts for all accounts payable transactions; making adjusting entries as necessary.
- Applies debits and credits to accounts.
- Scans, indexes, and files all accounts payable documents and W-9 forms for all vendors.
- Posts invoices involving recurring blanket purchase orders and straight pays (such as auto parts, uniforms, etc.)
- Prints Accounts Payable Edit report and reconciles AP vouchers before approval and updating.
- Performs related work as may be required.

### **Knowledge, Skills and Abilities**

- Knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the Business License Clerk.
- Knowledge of the functions and interrelationships of City and other governmental agencies.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Understands the concepts and principles of business as relates to the specific duties of the job.
- Excellent technical accounting, data processing, organizational and interpersonal skills.

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- Ability to handle required mathematical calculations.
- Ability to producing quality work which requires constant attention to detail.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Knowledge of modern office practices and technology; has skill in the use of computers for word and data processing.
- Knowledgeable on the use and maintain a variety of office equipment.
- Ability to read and interpret moderately complex materials pertaining to the responsibilities of the job.
- Ability to assemble information and make written reports and records in a concise, clear and effective manner.
- Knowledge of the terminology and various professional languages used within the department.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

#### **Minimum Education and Experience Requirements**

Recommending an associate's degree in Accounting or Business or related field, supplemented by six to nine months of experience in accounting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

#### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis. Tasks may involve extended periods of time at a keyboard or workstation.

#### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None

#### **Special Certifications and Licenses**

- Valid South Carolina Driver's License

#### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.