

Terrebonne Parish Sales & Use Tax Department

Government Tower
8026 Main Street, Suite 601
Houma, LA 70360

Vacancy Announcement

Tax Collection Agent

See Attached Job Description

\$41,184.00 - \$52,874.00 per year

Closing Date: Until Filled

If interested in this vacancy, Email application to:

salestax@tpcg.org

All interested employees should submit a letter of interest to the Sales & Use Tax Department and their department head.

**Terrebonne Parish Consolidated Government
is an Equal Opportunity Employer.**



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Tax Collection Agent
DEPARTMENT.....: Sales & Use Tax
DIVISION.....:
CLASSIFICATION/GRADE....: Auditor I/204
REVISED.....: 04/2024
REPORTS TO.....: Director
REVIEWED.....: 04/2024
WAGES.....: Exempt (Salary)

SUMMARY:

This is a professional position responsible for all the aspects of obtaining, processing, and enforcing occupational license and sales tax collections. The position also requires the beginning level auditing of businesses for compliance with sales/use tax laws and the review/verification of claims for refunds of sales/use tax. The position requires an individual who is self-motivated and able to perform the work independently in accordance with established procedures.

BASIC FUNCTIONS:

1. Reviews occupational license applications for correct information, proper fees, and zoning requirements.
2. Prepares delinquent billing for occupational licenses by printing, verifying, mailing to taxpayers, and scanning into AS 400. Follow-up with assessment and possible legal action.
3. Assists in the yearly mailing process of occupational licenses.
4. Makes telephone and personal calls to business establishments to register business for occupational licenses and/or sales tax accounts.
5. Make telephone and personal calls to business establishments to discuss or collect delinquent occupational licenses, and/or sales tax accounts.
6. Review taxpayer records and gives information to secretary to send out assessment letters in accordance with established guidelines.
7. Proceeds with legal action against businesses refusing to pay and/or obtain an occupational license, and/or sales tax account.
8. Works closely with Field Representative, to coordinate information in reference to delinquent sales tax, hotel/motel, and occupational license accounts.
9. Conducts assigned sales/use tax audits of businesses by reviewing invoices and examining such documents as are necessary to ascertain compliance with tax laws and remittance of all taxes due.
10. Prepare sales/use tax audit assessments based upon findings. Audit assessments shall include exhibits, schedules, and opinions.
11. Reviews and verifies claims for refund of sales/use taxes and occupational licenses.
12. Assists taxpayers both in person and by telephone by providing information to resolve problems with the occupational license or sales/use taxes.
13. Attend tax meetings and seminars to discuss problems areas, interpretation of existing laws and broaden knowledge by combining various techniques and approaches with other taxing authorities.
14. Assists with opening, sorting, and processing of all daily mail by checking sales tax returns, hotel/motel returns, and occupational license applications for accuracy of mathematical computations during busy mail days.

15. Balances cash drawer daily and responsible for own cash.
16. Any other duties not listed above in order to accomplish office coordination.

OTHER REQUIREMENTS:

1. General knowledge of sales/use tax, hotel/motel taxes and occupational license requirements desired.
2. Must have a valid driver's license.
3. Must have a personal vehicle available for every workday with liability insurance coverage of \$100,000-\$300,000-\$100,000.
4. Must be able to work with minimal supervision.
5. Must have good phone etiquette and grammatical skills.
6. Must have ability to effectively communicate with taxpayers in a courteous manner.
7. Knowledge of personal computers with an emphasis on Microsoft Word and Excel.

EDUCATION/EXPERIENCE:

1. A college degree with twelve semester hours in accounting. Consideration will be given to applicants with experience or knowledge of sales/use tax, hotel/motel tax, occupational license, and tax accounting or compliance. Related work experience maybe substituted in place of a college degree.
2. General knowledge in the use of the AS 400.

Anyone interested in applying should submit their application and resume to the Sales & Use Tax Department by [emailing it to salestax@tpcg.org](mailto:salestax@tpcg.org)