

Terrebonne Parish Sales & Use Tax Department

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

Vacancy Announcement

Special Events Coordinator

See Attached Job Description

\$15.00 - \$23.53 per hour

Closing Date: Until Filled

If interested in this vacancy, please apply at:

Sales & Use Tax Department

8026 Main Street, Ste 600

Houma, LA 70360

8 AM – 4 PM

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.**

Sales Tax Special Event Coordinator

Position Summary

The Sales Tax Special Event Coordinator manages special event tax responsibilities in a timely, organized, and professional manner. This includes meeting due-date follow-up timelines, documenting account activity, maintaining confidentiality, and providing courteous assistance to taxpayers and event participants. This position also contacts delinquent sales tax accounts and prepares assessments and lawsuits.

Essential Duties and Responsibilities

- Approve special events that meet requirements using parish software and maintain special event records.
- Prepare legal assessments and supporting documentation for delinquent special event vendor accounts.
- Participate in appeal hearings, court hearings, and other proceedings as required.
- Begin the assessment process within two weeks after the payment due date when payment has not been received.
- Coordinate assessments and delinquency follow-up with appropriate office personnel.
- Assist taxpayers in person, by phone, and by email with questions regarding sales tax, occupational licenses, special event requirements, and related account matters.
- Deposit checks into the banking system, process cash returns, count down the drawer, and ensure cash handling records are balanced.
- Enter batches into office software, process mail, scan documents to customer accounts, and maintain accurate records.
- Issue exemption certificates and ensure documentation is properly recorded.
- Review updates to tax laws and complete required training courses.
- Support special projects and additional office needs as directed by the Director or supervisor, including but not limited to assisting with preparing taxpayer billings, handling monthly license postage, moving completed batches for storage, and performing other duties as assigned to support the Sales Tax office.

Qualifications and Skills

- High school diploma or equivalent required; additional coursework in business, office administration, accounting, or a related field is preferred.
- Knowledge of sales tax, occupational license, or public-sector revenue processes preferred.
- Dependable, self-motivated, and able to prioritize work in a busy office environment with minimal supervision while maintaining accuracy, confidentiality and professionalism while following established procedures.
- Ability to communicate professionally with taxpayers, vendors, event organizers, and internal staff.
- Comfortable making collection-related phone calls and sending written notices regarding delinquent accounts.
- Ability to handle cash, checks, deposits, and balancing procedures with accuracy and confidentiality.
- Proficiency with office software, spreadsheets, email, document scanning, and data entry.
- Ability to organize multiple events, deadlines, vendor lists, and follow-up tasks at the same time.
- Maintain accuracy, confidentiality, and professionalism while prioritizing work in a busy office environment with minimal supervision.