

**CITY OF BELLEFONTAINE NEIGHBORS
9641 Bellefontaine Road
Bellefontaine Neighbors, Missouri 63137**

JOB DESCRIPTION

POSITION TITLE: City Collector

DEPARTMENT: Administration

SUPERVISOR: Mayor

Job Summary

Responsible for assisting in the collection of various taxes, licenses, and fees.

Job Scope

No supervisory or budget responsibility.

Principal Duties and Responsibilities

Track all incoming gross tax receipts and monies due to the city.

Verify that zoning for new business license applications is appropriate for proposed business; determine appropriate fee for business type per ordinance-established fees; have applicant complete and submit all required documents and pay required fee; issue license.

Notify existing business license holders of license renewal per ordinance, collect appropriate license fee, and issue licenses.

For liquor licenses, have applicant submit required documents and fees, present license applications to Board of Aldermen for approval.

Attend the Board of Aldermen meetings and reports monthly.

Monitor reports of the Missouri Department of Revenue for delinquent sales tax payments.

Per state statute annually, and at such times as may be designated by ordinance, make a detailed report to the board of aldermen, stating the various moneys collected by him during the year, and the amounts uncollected and the names of the persons from which he failed to collect and the causes therefor.

Skills, Knowledge, and Abilities Required

Spreadsheet software.

Education, Certification, and Experience Required

Graduation from a general or technical high school or equivalent. Supplemental courses in modern office procedures, bookkeeping and government necessary. Extensive experience in municipal operations; or any equivalent combination of training and experience.