

COMPLIANCE SPECIALIST

The City of Morgantown is announcing an opening for the position of full-time Compliance Specialist in its Finance Dept. The position duties will include:

- Performing compliance reviews of taxes, fees, licenses and permits
- Performing internal compliance reviews of City departments, agencies, funding recipients and other related parties
- Assisting with collection of delinquent accounts
- Performing various general office duties as necessary

REQUIRED QUALIFICATIONS

- Bachelor degree in accounting or finance
- Three years of related work experience – CPA firm experience is desirable
- Proficiency with Microsoft Excel and Word
- Ability to communicate in a professional and courteous manner with taxpayers, the public, and City personnel
- Ability to perform tax and fee related research using State and City Code, Regulations, professional publications, and the Internet
- Passing a background investigation

The City of Morgantown offers a competitive salary and excellent benefit package

The City of Morgantown is an AA/EEO

Individuals interested should email, fax or mail resume and cover letter by November 30, 2016 to:

City of Morgantown
Attn: Finance Dept.
389 Spruce Street
Morgantown, WV 26505
jgoff@morgantownwv.gov
304-284-7418 fax