

Tax Clerk – Licenses (Dollar General Temporary)

Each Dollar General store is required to obtain business licenses in order to operate. The Tax Clerk is required to file, process and remit the appropriate payments to comply with the rules and regulations as prescribed in all jurisdictions. This person is also responsible for maintaining the business license database to account for the payment and filing of all business licenses. The individual in this position is responsible for analyzing the business license process and levels of payments and provides recommendations for the improvement of the business license process.

Duties & Responsibilities

- Coordinate, process and remit all license applications for initial licensing and renewals.
- Maintain the license database to account for all license jurisdictions, applications and payments.
- Review license payments for accuracy of charges based on historical and/or third party data.
- Research and resolve license notices.
- Coordinate and advice operations on licenses for new stores.
- Assist with special projects as needed.
- May assist with business license audits, EBT, and Unclaimed Property as directed.

Knowledge, Skills and Abilities:

- Values & Mission Driven.
- Ability to be a team player and is customer service driven.
- Ability to meet deadlines.
- Self motivated with good organizational, planning and prioritizing skills.
- Desire to learn and excel.
- Ability to proficiently work with Microsoft Office applications.
- Good presentation and communication skills.

Work Experience &/or Education:

- High school diploma or equivalent required.
- Experience in licensing helpful.

Dollar General is an Equal Opportunity Employer