



CITY OF LORIS

4101 WALNUT STREET – PO BOX 548
LORIS, SOUTH CAROLINA 29569-0548
PHONE (843)756-4004 FAX (843)756-3066

**Email completed application and/or resume to CityHiring@CityofLoris.org*

Business License/Hospitality Tax Clerk

Job Category: Administration
Employee Status: Part-Time
Position Hours: less than 32 hours weekly, times may vary

Job Duties:

- Under general supervision, administers and enforces the City's business license and hospitality tax ordinances.
- Accepts new applications and locates and licenses unlicensed businesses operating within City limits; reviews local business licenses to ensure compliance with state laws and local ordinances; collects and accounts for related fees and fines.
- Enforces the business license and hospitality tax ordinances; explains, interprets, and provides guidance regarding tax laws and regulations to the public as required. Confers with individuals or business representatives by telephone, correspondence, or in-person to determine compliance and to enforce collection.
- Works closely with the Code Enforcement Division regarding ordinance violations, including but not limited to business license, hospitality tax, zoning ordinance and/or building code. Works with general contractors and home builders to ensure that all subcontractors are properly licensed and appropriate fees are paid.
- Refers to policy and procedure manuals, codes/laws/regulations, publications and reference texts, etc. Attends meetings, workshops, conferences, etc., as assigned. Explains regulations and ordinances without creating undue tension between the businesses and city government.
- Operates a variety of equipment such as personal computer, telephone, credit card machine, electronic equipment, etc.
- Reports to the City Treasurer.

Qualifications:

- Experience in bookkeeping, records management, public relations, and general office procedures.
- Computer skills including Microsoft Office Suite, Adobe, and department-related software.
- Must be able to positively interact with staff, business owners, contractors, governmental entities, and the general public.
- The City retains the right to determine equivalencies.