



## **Revenue Development Specialist I/II**

Salary: I \$5,964.00 - \$7,041.00 Monthly  
II \$7,437.00 - \$8,830.00 Monthly  
(in addition to a generous benefits package)

Final Filing Date: May 15, 2017, 5:00 p.m.

***The City of Berkeley has immediate openings for Revenue Development Specialist I and II*** in our Finance Department.

**Revenue Development Specialist I:** Incumbents perform a variety of simple to moderate revenue audits to identify and collect for non-payment and underpayment of taxes and revenues; identify and correct sales tax misallocations, unlicensed businesses, and City Transfer Tax revenue discrepancies; review and enforce lease agreements; and conduct simple and moderate audits of parking lot operators and hotels for accuracy of tax payments. Positions in this class are expected to perform simple to moderate revenue audits under close supervision and to exercise sound, independent judgment within established guidelines.

**Revenue Development Specialist II:** Incumbents are responsible for conducting internal and external audits of financial records for fees, taxes, and other revenue sources in the Administration Division of the Finance Department. This journey-level classification performs a wide variety of revenue audits to identify and collect for non-payment and underpayment of taxes and revenues; identify and correct sales tax misallocations, unlicensed businesses, and City Transfer Tax revenue discrepancies; review and enforce lease agreements; and conduct audits of parking lot operators and hotels for accuracy of tax payments. Positions in this class are expected to independently perform the full range of revenue audits and to exercise sound, independent judgment within established guidelines.

Applicants passing all examination phases will have their names placed on an employment eligible list that hiring department(s) will use to fill career full-time and temporary positions.

**To apply and for more information about this opening, please visit our website at <http://agency.governmentjobs.com/berkeley>, no later than Monday, May 15, at 5:00 p.m. (PST).**