



Job Title: Business License Inspector

Department: Finance
Reports To: Finance Director
FLSA Status: Non-Exempt

Position Summary

The Business License Inspector is responsible for ensuring the accurate administration, compliance, and enforcement of the City of Easley's business license regulations. This position conducts field inspections, audits business records, assists with revenue verification, and works with business owners to support compliance and accurate revenue collection. The inspector represents the City in the community with integrity, professionalism, and attention to quality service.

This role aligns with similar positions in municipalities across South Carolina, emphasizing compliance, customer service, auditing accuracy, and knowledge of state and local tax licensure guidelines.

Key Responsibilities

License Compliance & Enforcement

- Conduct field inspections of commercial and home-based businesses to verify licensing, classification, and compliance with municipal codes.
- Identify unlicensed businesses and follow up with required notices, assessments, and enforcement actions.
- Assist with issuing business licenses, renewals, and updates.

Data Review & Auditing

- Review, audit, and analyze gross receipts, financial records, and tax reporting to determine accurate license fees.
- Develop strategies for analyzing data to determine noncompliant/unlicensed businesses.
- Compare current records with historical submissions to identify discrepancies or irregularities.
- Provide documentation and reports to Finance department leadership.

Customer Service & Outreach

- Educate business owners on license requirements, fee structures, classifications, and deadlines.
- Respond to inquiries via phone, email, and in person from business owners, the public, and other City staff.

- Collaborate with economic development and planning staff on new business openings and zoning compliance.

Documentation & Reporting

- Maintain detailed field inspection reports, correspondence, and files in accordance with City retention policies.
- Prepare monthly activity summaries and revenue verification data for leadership review.
- Assist in updating business license ordinances, forms, and educational materials.
- Performs general clerical work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, processing daily mail, answering the telephone, etc.

Interdepartmental Support

- Coordinate with the Planning & Zoning, Fire Inspection, Code Enforcement, and Police departments during inspections when appropriate.
- Support special projects related to revenue enhancement or process improvement.
- Recommends criminal prosecution in cases of non-compliance as appropriate; presents testimony to City Council or in Municipal Court as necessary.

Minimum Qualifications

Education & Experience

- High School Diploma or GED required; Associate's degree or higher in business administration, public administration, accounting, or related field *preferred*.
- Previous experience in auditing, record review, customer service, or municipal licensing strongly preferred.

Knowledge & Skills

- Basic knowledge of business license tax structures, municipal ordinances, and revenue compliance practices.
- Proficient with Microsoft Office Suite (especially Excel); experience with municipal permit/licensing software is a plus.
- Strong communication skills — both written and oral.
- Ability to read and interpret business records, tax returns, and accounting reports.
- Ability to conduct field work in a professional manner.

Licenses & Certifications

- A valid driver's license and the ability to drive a vehicle is required for this position.
 - Certified Municipal Finance Officer (CMFO) or related certification is beneficial but not required.
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Working Conditions

- Routine fieldwork; frequent interaction with the public and business owners.
 - Travel within city limits and occasional attendance at evening meetings.
 - Standard office environment when not conducting field inspections.
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Compensation & Benefits

Easley offers a competitive salary range commensurate with experience and similar to peer cities in SC (such as Simpsonville, Greer, and Anderson), including:

- Health, dental, and vision insurance
- Retirement / SC State Retirement benefits
- Paid leave, holidays, and professional development opportunities

Exact salary range to be determined based on experience and municipal pay scale guidelines.

Equal Opportunity Employer

The City of Easley is committed to diversity, equity, and inclusion and provides equal employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.