



Job Title	Sales Tax Audit Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	6	Job Code	17288

Class Specification – Sales Tax Audit Supervisor

Summary Statement:	
<p>The purpose of this position is to supervise a team of Sales Tax Auditors in the Finance Department. The position will design, coordinate and review audit practices performed by tax auditors; provides interpretations of taxability in both oral and written form; assists in developing operational priorities, goals and objectives; actively participates in hiring, training, mentoring, evaluating and disciplining of assigned employees; conducts compliance reviews and generates their own audit revenues; monitors and participates in the appeal process; processes audit assessments; ensures accurate and timely receipt of audit revenues; responsible for the maintenance and ongoing troubleshooting of the tax audit module of the tax software system; ensure internal controls are developed and are functioning as intended; liaison to other City departments on tax issues; makes recommendations for policy/procedural improvements; administers performance evaluations; initiates problem solving techniques; successfully negotiates conflict resolution between tax audit staff and taxpayers; and working with other work groups in the City, including other Finance divisions, functional divisions, and the City Attorney’s office to complete assigned tasks.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Responsible for planning, coordinating, and supervising the work of staff by assigning work activities and projects; prioritizing work assignments; monitoring work flow; reviewing and evaluating work product, methods, and procedures; preparing performance plans with standards of performance and objectives for staff; acting as functional lead for audit module system issues and updates; and responding timely to staff regarding questions and concerns.
30%	Perform professional tax audits; review, prioritize, and select taxpayers to be audited; evaluate taxpayer accounting systems, internal controls, availability, and volume of records, and type of industry and other factors. Examine a variety of financial documents; present audit findings and recommendations to the taxpayer; develop



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	<p>payment schedules as needed; answer taxpayer questions; and testify in court as requested. Provide detailed explanations and interpretations of the City's tax and licensing codes; research potential modifications to existing law; and provide assistance to the City Attorney as needed regarding legal disputes with taxpayers. May oversee and manage the work of contract auditors.</p>
30%	<p>Research prevailing tax law changes, court decisions, and current accounting and auditing procedures; exchange information, ideas, and concepts with other Cities and agencies to enhance code compliance. Prepare audit work papers; note errors, procedures performed, and improvements necessary to ensure future compliance. Provide a wide range of services and assistance to taxpayers to resolve problems including tax law interpretation, filing, and licensing requirements.</p>

Competencies Required:	
<p>Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</p>	
<p>Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.</p>	
<p>Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>	
<p>Writing: Advanced – Ability to write editorials, journals, speeches, manuals or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.</p>	

Technical Skills Required:



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Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in accounting, business administration, or a related field.

Experience: Five years of full-time professional auditing experience, including two years of supervisory experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:



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Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, scanner, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized accounting and sales tax software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2021