



Job Title	Sales Tax Auditor I	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	2	Job Code	12885

Class Specification – Sales Tax Auditor I

Summary Statement:

The purpose of this position is to perform taxpayer auditing and tax collection services for the City; conduct field audits of taxpayers' records to evaluate accounting and financial systems; collect unreported tax liabilities; and advise taxpayers in the proper applications of the City ordinance.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Sales Tax Auditor series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

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.
45%	Perform 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 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.
30%	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.
25%	Participate in establishing schedules and methods for providing tax collection and



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	auditing services; identify resource needs; and review needs with the Sales Tax Supervisor and other management staff. Suggest improvements to the City's existing fiscal policies and procedures to generate more revenue and/or decrease expenditures; and participate in developing City tax ordinances. Respond to public inquiries in a courteous manner; provide information within the area of assignment; and resolve complaints in an efficient and timely manner.
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Competencies Required:
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
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.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

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, finance, business, or a related field.
Experience: One year of full-time auditing, accounting, or tax collection experience specific to area of assignment.



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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.

Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

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 does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

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	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never



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Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

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

Specialized Computer Equipment and Software:
 Microsoft Office and specialized accounting 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: March 2017