



<b>Job Title</b>	<b>Senior Sales Tax Auditor</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>17289</b>

**Class Specification – Senior Sales Tax Auditor**

<b>Summary Statement:</b>	
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.	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (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 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 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.
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 auditing services; identify resource needs; and review needs with the Sales Tax Manager 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:** Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

**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:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. 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:** Five years of full-time responsible auditing, accounting, or tax collection experience specific to area of assignment.

**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 functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title has no budgetary responsibility.

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

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
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, 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: February 2015