ASSISTANT TAX AND LICENSE ADMINISTRATOR

JOB CODE 12170

Effective Date: 05/93

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to assist the Tax and License Deputy Finance Director with the direction of the activities of the Tax Audit Section which, through its staff of tax auditors, audits the records of business firms to ascertain the City tax liability of the businesses. Responsibilities of the Assistant Tax and License Administrator include approving the planning and scheduling of audit programs, reviewing assignments of specific audit missions to subordinates, reviewing work in progress with the Tax Audit Supervisors, and reviewing completed audit reports. The incumbent periodically participates in taxpayer conferences on audits of difficult accounts, and represents the City in interjurisdictional conferences, before the United Audit Committee, public boards, City Council, and at administrative and judicial hearings. A high level of public relations skills, in addition to supervisory skills and an advanced level of competence in professional auditing, is required. The Assistant Tax and License Administrator works under the general supervision of the Deputy Finance Director assigned Tax and License.

ESSENTIAL FUNCTIONS:

- Directs and supervises the application of Generally Accepted Accounting Principles and Generally Accepted Auditing Procedures in the analysis of taxpayer records for audits performed within the section;
- Establishes section policies and appropriate monitoring programs;
- Analyzes and evaluates accounting and auditing problems and reviews and authorizes various audit techniques and procedures tailored to the individual business records and the specific business activities of each taxpayer;
- Instructs employees in the section on administrative regulations and security procedures, and in the preparation of required paperwork needed to comply with established policies and regulations;
- Interprets tax laws for staff and representatives of firms being audited;
- Participates in public meetings and interjurisdictional conferences representing the City of Phoenix such as League of Towns and Cities, the Unified Audit Committee, City Council meetings, and public boards;
- Resolves inquiries and complaints from the public;
• Educates business managers in computing and reporting taxes due by explaining legal requirements, rules, regulations, procedures, and ordinances of the City and other involved agencies;
• Participates in writing recommendations for changes in City tax laws;
• Reviews written responses to audit protests for the section;
• Participates in court proceedings for City tax cases as a witness.
• Performs research and completes reports;
• Maintains regular and reliable attendance;
• Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
• Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

• Generally Accepted Accounting Principles and Generally Accepted Auditing Standards and Procedures.
• Personnel management theory and public relations.
• Private and municipal accounting and data processing systems.
• Taxation and finance methods and procedures.
• City computerized information systems, micro computers, and electronic work sheets.

Ability to:

• Perform a broad range of supervisory responsibilities over others.
• Communicate orally in the English language with taxpayers, license applicants, City Council members, other City employees and the public in face-to-face one-to-one settings, in group settings, or using a telephone.
• Comprehend and make inferences from written material such as the Phoenix City Tax Code and Regulations.
• Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar such as letters, memoranda, and reports.
• Work cooperatively with other City employees and the public.
• Work safely without presenting a direct threat to self or others.
• Teach job related material through oral instruction.
• Prepare different and complex financial and administrative reports.
Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of experience in a professional auditing environment, including two years of experience supervising a municipal tax auditing program, and a bachelor's degree in accounting, business or public administration, finance, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.