

TAX AUDIT AND COLLECTIONS ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: The Tax Audit and Collections Administrator manages, coordinates, and supervises the staff engaged in Transaction Privilege and Use Tax and citywide collections functions. The Tax Audit and Collections Administrator oversees the division's budget and performance. The incumbent meets with taxpayers, citizens, staff, and the City Attorney's Office to investigate and resolve customer complaints regarding tax assessments and citywide collection issues; and must possess a strong knowledge of accounting practices and principles, as well as the ability to interpret Transaction Privilege and Use Tax codes and laws to determine tax liabilities and the Mesa Collection Code to determine collectability of outstanding debts to the City. The employee also represents the City in interactions with the Arizona Department of Revenue, the Arizona League of Cities and Towns, at inter-jurisdictional meetings, the Unified Audit Committee, administrative hearings, and judicial proceedings; in addition to presenting tax code changes and other tax issues to the City Council. The employee performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Tax Audit and Collections Administrator receives administrative direction from the Business Services Department Director, who reviews work through reports, conferences, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Accounting, Auditing, Business Administration, or a closely related area. Five or more years of full-time professional level experience in Tax Audit and/or Collections, including two or more years of supervisory and/or lead experience.

Special Requirements. Must possess a valid Class D Arizona Driver's License within 30 days of hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Coursework in data processing and proficiency in Windows-based software, including Word and Excel, is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Is the primary liaison between the City and the Arizona Department of Revenue for Transaction Privilege Tax issues. Informs City departments and management of changes in tax laws affecting revenues. Informs City departments and management on collection activities. Communicates with audit and collections staff in order to train staff, gather information, or provide direction. Prepares

various written communications such as: tax revenue reports, employee performance appraisals, audit work papers, supporting documentation, field audit reports, and hearing arguments supporting audit findings and assessments. Communicates with variety of individuals including business owners and citizens in order to obtain independent financial data and convey tax laws. Presents updates on the division's performance results to the Director and the City Manager.

Manual/Physical: Operates a motor vehicle requiring a standard Class D Arizona Driver's License in order to attend meetings and review audits in the field. Reviews the work of subordinates and others to determine compliance with accounting principles, auditing standards, and tax laws. Inspects, monitors, and evaluates accounting records, real estate records, and building permits to determine compliance with tax laws. Operates a personal computer (PC), software programs, and peripherals in order to prepare various reports. Meets scheduling and attendance requirements.

Mental: Interprets detailed and complex regulations regarding the application of Transaction Privilege Tax and clearly and concisely translates that information to management, staff, and taxpayers. Resolves inquiries and complaints from taxpayers and the general public. Researches and provides direction in the collection of debts due to the City. Conducts research and prepares special studies and reports.

Knowledge and Abilities:

Knowledge of:

accounting principles and practices;
field audit principles and practices;
City of Mesa Privilege Tax and Use Tax codes;
State of Arizona Privilege and Use Tax laws;
various industrial accounting practices;
principles of employee supervision and training;
basic public relations techniques;
automated accounting systems; and
random and statistical sampling techniques used in field auditing.

Ability to:

foster a positive and honest relationship with the Arizona Department of Revenue;
foster a positive and honest relationship with other departments with the City;
interpret Transaction Privilege and Use Tax codes and laws to determine actual tax liability of businesses audited;
determine violations and non-compliance;
interact with subordinates to maximize production and minimize delays and problems;
explain state and local tax laws, codes, and audit procedures to business partners, managers, attorneys, and accountants;
project audit program revenues;
formulate user requirements for a tax reporting system;
understand, make decisions, and provide guidance on debts due to the City;
supervise and evaluate staff;
deal tactfully in addressing inquiries and complaints from the public;

communicate clearly and concisely, both orally and in writing; and
establish and maintain cooperative working relationships with those contacted in the course of work.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/25

JV

CS5255

EEO-O/A

JOB FCTN-ADM

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 62

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 056-200