

## 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, staff, and the City Attorney's Office to investigate and resolve customer complaints regarding tax assessments, and must possess a strong knowledge of generally accepted accounting practices and principles, as well as the ability to interpret Transaction Privilege and Use Tax codes and laws to determine tax liabilities. 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, 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, or a closely related area. Five or more years of full-time professional level experience in Tax Audit and Collections, including two or more years of supervisory and/or lead experience.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire 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. Communicates with auditing and collections staff in order to train staff, gather information, or provide direction. Prepares various written communications, such as: tax revenue reports, performance appraisal forms, 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.

**Manual/Physical:** Operates a motor vehicle requiring a standard 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), calculators, copiers, printers, and microfilm readers 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. Conducts research and prepares special studies and reports.

**Knowledge and Abilities:**

Knowledge of:

generally accepted accounting principles and practices;  
generally accepted 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;  
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;  
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.

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JOB FCTN-ADM

INCREMENTS 57-200

PAY GRADE: 57

SECURITY-No

IND-9410

SWORN-No