General Statement of Duties

Supervises professional audit staff performing audits of businesses to determine liability for City business taxes, or for personal property assessments.

Distinguishing Characteristics

This class is distinguished from the Senior and Lead Tax Auditor classes by its supervisory responsibilities. It is distinguished Internal Audit Supervisor which supervises professional internal auditing staff responsible for conducting financial, compliance, and performance audits and other studies of City departments and contract providers.

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received & Quality Review

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communication & Purpose

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised

Supervises two or more professional auditors.

Essential Duties

Supervises professional audit staff performing audits of businesses to determine liability for City business taxes, or for personal property assessments.

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation, and guides others toward goals.
Assigns and distributes work, reviews work for accuracy, completeness, quality, and conformance to departmental policy, ordinance and statute requirements and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Conducts regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Prepares for and testifies at Career Service Authority or other courts regarding personnel issues.

Interprets legal provisions and responds to questions and/or complaints from taxpayers, City agencies, and department/section heads.

Conducts research, prepares for and testifies in formal hearings and courts of law concerning accounting and auditing techniques, rationale, methodology, and procedures used.

Performs other duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Oral Communication** – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.
**Knowledge & Skills**

Knowledge of the principles, practices, techniques and legal requirements of city business taxes and personal property assessment sufficient to be able to evaluate and develop methods and procedures for auditing and supervising the application of various state and local laws and regulations.

Knowledge of accounting principles and auditing standards sufficient to be able to analyze financial documents and make decisions related to the work assignment.

Knowledge of departmental policy, ordinance, and statute requirements common to the department sufficient to be able to review audits or assessments performed by subordinates.

Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions.

Skill in applying existing guidelines or creating new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

Skill in analyzing and resolving problems related to the work assignment.

**Education Requirement**

Bachelor's Degree in Accounting.

**Experience Requirement**

Three (3) years of professional experience in auditing of the type and at the level of Senior Tax Auditor.

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Significant local travel
All positions perform on-site audits
All positions perform out-of-state audits.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)
Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Vision Near Acuity: ability to see clearly at 20 inches or less
Accommodation: ability to adjust vision to bring objects into focus.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Education Verification
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-814
FLSA Code: Y
Management Level: 7
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: