



Office of Human Resources
Tax Audit Supervisor - CV2237
THIS IS A PUBLIC DOCUMENT

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.

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

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: