

STPSO
Job Description

Job Title: Tax Auditor Assistant
Department: Sales Tax
Reports To: Sales Tax Audit Manager
FLSA Status: Non-Exempt
Prepared Date: 09/29/2016
Salary Range: \$30,907 - \$39,236

Summary – Assists auditor and senior auditor in examining the management operations, internal control systems, and accounting records of businesses for adequacy, accuracy, and compliance with local ordinances and Louisiana Revised Statutes relative to sales tax, use tax, and occupational license tax.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

Assists in conducting independent audits of journals, ledgers, invoices, bank statements, and other financial documents and records of taxpayers to verify the accuracy of sales, use, occupational license, and other returns filed under the municipal tax laws and ordinances.

Prepares audit reports of findings, outlines discrepancies, and recommends corrective actions.

Researches businesses for potential audits and performs special projects.

Prepares correspondence between departments, taxpayers, and outside audit firms.

Prepares payment agreements and tracks payments made by taxpayers.

Researches current sales tax laws to respond to citizen's questions.

Researches current legislative and judicial changes to sales tax laws and court cases.

Ensures taxpayer compliance and education by personal visits, telephone conversations, and by mail.

Scans and quality controls auditing documentation stored electronically in Laserfiche.

Review requests for legal action submitted by outside attorneys.

Balance and monitor attorneys' escrow accounts.

Review and analyze monthly reports to ensure that all periods transferred to the attorney for collection are being adequately worked.

SUPERVISORY RESPONSIBILITIES - This job has no supervisory responsibilities.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE – Baccalaureate degree with major course work in accounting, business administration, finance, or a related field with at least 12 semester hours in accounting. Knowledge of Microsoft Office, Outlook, Word, and Excel.

LANGUAGE SKILLS - Must have strong verbal and written communication skills and strong ability to read, analyze and interpret a variety of instructions furnished in written or oral form including documents, procedure manuals, financial statements, and ordinances. Ability to write reports and business and legal correspondence. Ability to effectively present information and respond to questions from managers, certified public accountants, attorneys and the general public.

MATHEMATICAL SKILLS - Ability to perform detailed work involving numeric data and make advanced arithmetic calculations rapidly and accurately. Ability to operate calculators and computers.

REASONING ABILITY - Ability to define and solve in-depth problems, collect data, establish facts, and draw valid conclusions. Must be capable of establishing and maintaining effective working relationships with the public, co-workers and government officials and exercises initiative and judgment in difficult situations.

CERTIFICATES, LICENSES, REGISTRATIONS - Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voters registration card); birth certificate (minimum age of 18 years); Social Security Card.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision. The employee will travel to location of taxpayer's records, which may include out-of-town travel.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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