



City of Tempe

TAX ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	174	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$24.491346
<i>Supervision Level:</i>	Non-Supervisory	<i>Salary / Hourly Maximum:</i>	\$33.063462
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Tax Auditor II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Paraprofessionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Tax Audit Supervisor or from other supervisory or management staff, and may exercise functional and technical supervision over clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Six months of work experience involving financial research and/or reconciliation in one or more of the following areas: auditing, accounting, bookkeeping, budgeting, economics or directly related to the core functions of this position.
<i>Education:</i>	Equivalent to an Associate’s degree from an accredited college or university with major course work in accounting, auditing, economics, or degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To perform a variety of research and auditing duties involving the accounting, recording, and reporting of financial transactions involved in City taxes; to review financial records for accuracy; and to prepare financial reports, statements and special financial analyses; auditing work involving small private firms to determine compliance with established policies, procedures, provisions, and ordinances; to provide taxpayer assistance as requested; to identify, assess and recover property tax revenue; and to provide data preparation and analysis of revenue trends for the division.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Compile Tax and License Division's monthly statistical reports for senior management and City Council; analyze and explain variances in revenues by tax type, industry segment, and special district; evaluate potential impact on future tax revenues.
- Retrieve and analyze meaningful information from the tax accounting system; perform analyses and studies identifying trends in historical tax revenues; design and implement ad-hoc reports; present results and analyses to management and Budgeting personnel for incorporation into City's budget forecasts.
- Perform varied office work relating to the administration of tax and license laws and ordinances; research and analyze the economic impacts of proposed tax legislation.
- Calculate and monitor the accrual of tax rebates in accordance with economic development agreements.
- Review amended returns and refunds to taxpayers for appropriateness under the Model City Tax Code; contact taxpayers to resolve questions and issues; compile documentation in support of refund requests and initiate refund transaction.
- Answer taxpayer questions and provide information to the public; assist with investigating taxpayer complaints and, when appropriate, recommend and/or initiate corrective action.
- Perform ad-hoc analyses of returns and reported taxpayer information to identify noncompliance and taxpayer errors in reporting; perform, as necessary, taxpayer follow-up and corrective action.
- Assist tax auditors in monitoring property tax information and property valuations; monitor and analyze County Assessor's records to ensure improvements, ownership changes, annexations, and exemptions are properly reflected in the tax rolls; compare rental and commercial property information to licensing information to identify unlicensed businesses; maintain database of rental property information.
- Participate in meetings, committees, and/or special projects as directed by management.
- Conduct limited special investigations and assist in more complicated special investigations as requested.
- Balance annual revenues to financial records.
- Identify and implement new or improved methods of recordkeeping for historical sales tax revenues.
- Prepare and present formal written reports of work.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective September 2001

Revised January 2006 (minimum qualifications)

Revised May 2006 (job title and MQs)

Revised October 2008 (Change FLSA status from Exempt to Non-Exempt)