



# City of Tempe

## TAX AUDITOR I+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	209	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$54,853
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$74,052
<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>	Professionals

### DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Tax Auditor series. This class is distinguished from the Tax Auditor II+ by the performance of more routine duties such as gathering information and the performance of specific tests under the direction and supervision of more experienced personnel. This position may also independently perform desk reviews and field audits in less complex situations. Since this class is typically used as a training class, employees may have only limited directly related work experience.

### REPORTING RELATIONSHIPS

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

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years accounting or auditing experience, preferably in a municipal or public agency.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or auditing or directly related to the core functions of this position.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

### 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 actively support and uphold the City's stated mission and values. To perform a variety of professional auditing work involving private firms to determine compliance with established ordinances, policies, and procedures; to provide tax-payer assistance as requested; to promote uniform application of the tax code among cities; to promote the application of best practices related to audit techniques in the office

and throughout the City.

## 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.
- Conduct detailed examinations of taxpayer's books and records, including those of large and complex business operations, to determine accuracy of reported revenues and deductions in compliance with applicable Model City Tax Code and City of Tempe Tax Code provisions: develop audit plans and procedures that are appropriate to the circumstances both in focus and scope; ensure all audit work performed is in accordance with the multi-jurisdictional audit process and generally accepted auditing standards as applicable; document work performed, findings and conclusions in well-organized work papers; evaluate a variety of complex accounting and tax reporting systems and unique business practices, determining the proper application of the law for each situation; ensure effective communication and timely resolution of audit issues to taxpayer management, tax and business professionals, attorneys and certified public accountants; coordinate with taxpayer management and/or representatives to avoid unnecessary disruption of taxpayer operations; and coordinate multi-jurisdictional audits with counterparts in participating cities and the State of Arizona.
- Conduct limited scope desk reviews of specific taxpayer reporting issues;
- Prepare formal assessments of additional tax due for presentation to taxpayer management, effectively communicating and documenting audit results;
- Analyze tax returns and taxpayer reporting histories to identify indications of non-compliance and/or other potential reporting issues and initiates appropriate follow-up with taxpayers;
- Generate audit leads: Plan, organize and implement programs to assess level of tax compliance and identify non-compliant taxpayers for education, desk or field audit, as appropriate;
- Respond to taxpayer inquiries and educate taxpayers on tax compliance through verbal and written communications;
- Maintain familiarity with City Tax Code, pertinent Federal, State and Local laws, applicable case law, and current issues in the business community;
- Maintain relationships with counterparts in other jurisdictions to facilitate taxpayer compliance and the exchange of information related to best business practices and audit techniques; participate in and contribute to training sessions and other meetings with counterparts in other jurisdictions;
- Assist in defense of protested audit assessments; work with management and legal counsel to identify applicable case law and relevant facts to formulate the City's position; assist in drafting of legal briefs;
- Maintain proficiency in various audit, accounting, and office software used in the position;
- Develop and maintain cooperative working relationships with other City departments;

- Assist in training and development of lower level clerical and professional staff;
- Participate in tax compliance and office policy and procedure projects as a member of a team;
- 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 November 1988*

*Revised March 1999*

*Revised May 2000*

*Revised May 2001*

*Revised August 2010 (updated job duties, minimum qualifications, purpose statement, distinguishing characteristics)*

*Revised Feb 2011 (Driver's license requirement)*