



City of Tempe

SENIOR TAX ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	562	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$62,691
<i>Supervision Level:</i>	Non- Supervisor	<i>Salary / Hourly Maximum:</i>	\$84,633
<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

REPORTING RELATIONSHIPS

Receives general supervision from the Tax Audit Supervisor or from other supervisory or management staff.

May exercise functional and technical direction over clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of related experience supporting financial applications / operations.
<i>Education:</i>	Equivalent to a Bachelor’s Degree from an accredited college or university with major course work in Information Technology, Computer Science, Accounting 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 actively support and uphold the City’s stated mission and values. This position provides functional support to analyze tax and license data from a variety of sources of electronic and non-electronic sources. The focus is on specific division applications and the incumbent develops systems and procedures based on detailed specifications to provide assistance to tax auditors, tax analyst and financial technicians. The incumbent operates as a liaison to staff, management and to the IT 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.
- Performs complex business analyses, involving collaboration with management, staff and other internal customers.
- Analyzes customer and business needs and uses technological solutions to achieve efficient and cost-effective results to improve staff efficiencies and effectiveness. May modify application uses and enhance end-user software functionality.
- Determines division business issues and data challenges. Queries staff requirements from end-users to develop functional and system design specifications.
- Analyzes data output and designs follow-up reporting tools for staff and other users.
- Identifies data errors and makes recommendations for correction for internal staff and vendors.
- Creates and maintains a variety of reports which may involve complex issues.
- Provides administration for assigned department’s application systems.
- Monitors and approves systems-user security, updates and maintains system security records and permissions and performs security reviews regularly as assigned.
- Serves as division liaison to Information Technology on specific software and/or hardware issues. Assists with scheduling and managing the phases of system and software upgrades and testing.
- Coordinates, schedules and performs end-user training of business systems and technologies as needed to support the department’s applications. May conduct presentations, classroom or individualized training for departmental users.
- Assists with the development and maintenance of the departmental web content as assigned.
- Performs other related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours. At times, the position may need to work non-traditional hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective July 2017</i>