



TAX AUDITOR, SENIOR

186

Jamestown
1607

DEPARTMENT: Commissioner of the Revenue

NATURE OF WORK:

Performs responsible professional work conducting audits of business tax returns for accounts carried under BPOL, business tangible personal property, machinery and tools, and excise taxes. Work is performed under the general direction of the Commissioner of the Revenue.

ESSENTIAL FUNCTIONS OF THE JOB:

Conducts and documents audits of business tax returns in accordance with professional standards; reviews taxpayers' ledgers, financial statements, income tax returns and other financial data to ensure compliance with local business tax ordinances.

Conducts and documents audits of profit and loss statements, balance sheets, and depreciation schedules in accordance with professional standards to ensure an accurate accounting of capital assets.

Analyses data and provides recommendations for corrective action to problems found during audit.

Travels to business locations throughout the County to ascertain possession of properly classified business license; physically inspects and inventories all tangible personal property for proper classification and valuation.

Assists businesses in understanding the proper procedures for filing business tax returns.

Issues summons to businesses to obtain information that is lacking as required.

Performs work safely in accordance with departmental safety procedures and the County Safety Program

Operates equipment safely and notifies supervisor of any unsafe work conditions or practices

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting and in the field. Operates standard office equipment to include telephone, computer keyboard, calculator, and copy machine. Requires travel to various business locations within the County.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of accounting and auditing principles and practices, and the analysis and reporting of financial data.

Thorough knowledge of statutes governing local business taxes.

Considerable knowledge of individual and corporate tax returns.

Knowledge of principles and processes for providing customer service, including needs assessment, meeting quality standards for service and evaluation of customer satisfaction.

Knowledge of arithmetic, algebra, geometry, calculus, statistics and their applications.

Knowledge of electronic equipment and computer hardware and software.

Some knowledge of Virginia tax law.

Skill in managing ones own time and the time of others.

Skill is using mathematics to solve problems.

Ability to read and understand information presented in writing.

Ability to develop specific goals and plans to prioritize, organize, and accomplish work.

Ability to speak clearly so others can understand.

Ability to provide accurate and timely information to supervisors and co-workers by telephone, in written form, e-mail, or in person.

Ability to use computer software, especially Excel and Crystal Reports, to set up functions, enter data, and process information.

Ability to accurately and correctly conduct tax audits.

Ability to develop constructive and cooperative working relationships with other County departments, local businesses, and other related agencies and maintain them over time.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, finance, or related field, and at least three years of experience in accounting, auditing, or preparation of business tax returns; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above. Education beyond bachelor's degree desirable.

Date: August 2006

TaxAudSenior.186_021_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Tax Auditor, Senior Position Number: 186
Department: Commissioner of the Revenue Division: 021

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift			✓				✓		
Push/Pull		✓					✓		
Hold/Carry	✓							✓	

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|--|---|--|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input checked="" type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓						✓		
Sit					✓				✓
Walk	✓							✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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