

## **Job Description**

**POSITION TITLE:** Auditor I  
**DEPARTMENT:** Sales & Use Tax Department  
**GRADE:** 204  
**REPORTS TO:** Director  
**WAGES:** Salary

### **Summary:**

This is a professional position responsible for all the aspects of obtaining and processing occupational licenses. The position also requires the beginning level auditing of businesses for compliance with sales/use tax laws and the review/verification of claims for refunds of sales/use tax. The position requires an individual who is self-motivated and able to perform the work independently in accordance with established procedures.

### **Basic Functions:**

1. Reviews occupational license applications for correct information, proper fees and zoning requirements.
2. Prepares delinquent billings for occupational licenses by printing, verifying, mailing to taxpayers and scanning into AS 400. Follow-up with assessment and possible legal action.
3. Assists in the yearly mailing process of occupational licenses.
4. Makes telephone and personal calls to business establishments to register business for occupational licenses.
5. Makes telephone and personal calls to business establishments to discuss or collect delinquent occupational licenses.
6. Review taxpayer records and gives information to secretary to send out assessment letters in accordance with established guidelines.
7. Proceeds with legal action against businesses refusing to pay and/or obtain an occupational license.
8. Works closely with Field Representative, to coordinate information in reference to delinquent sales tax, hotel/motel and occupational license accounts.
9. Conducts assigned sales/use tax audits of businesses by reviewing invoices and examining such documents as are necessary to ascertain compliance with tax laws and remittance of all taxes due.
10. Prepares sales/use tax audit assessments based upon findings. Audit assessments shall include exhibits, schedules and opinions.
11. Reviews and verifies claims for refund of sales/use taxes and occupational licenses.
12. Assists taxpayers both in person and by telephone by providing information to resolve problems with the occupational license or sales/use taxes.
13. Attend tax meetings and seminars to discuss problem areas, interpretation of existing laws and broaden knowledge by combining various techniques and approaches with other taxing authorities.

14. Assists with opening, sorting and processing of all daily mail by checking sales tax returns, hotel/motel returns and occupational license applications for accuracy of mathematical computations during busy mail days.
15. Balances cash drawer daily and responsible for own cash.
16. Any other duties not listed above in order to accomplish office coordination.

**Requirements:**

1. General knowledge of sales/use tax, hotel/motel taxes and occupational license requirements desired.
2. Must have a valid driver's license.
3. Must have a personal vehicle available for every workday with liability insurance coverage of \$100,000-\$300,000-\$100,000.
4. Must be able to work with minimal supervision.
5. Must have good phone etiquette and grammatical skills.
6. Must have ability to effectively communicate with taxpayers in a courteous manner.
7. Knowledge of personal computer with an emphasis on Microsoft Word and Excel.

**MINIMUM QUALIFICATIONS:**

1. A college degree with twelve semester hours in accounting. Consideration will be given to applicants with experience or knowledge of sales/use tax, hotel/motel tax, occupational license, and tax accounting or compliance.
2. General knowledge in the use of the AS 400.