

# **Terrebonne Parish Sales & Use Tax Department**

Government Tower  
8026 Main Street, Suite 601  
Houma, LA 70360

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## **Vacancy Announcement**

### **Auditor I**

See Attached Job Description

\$40,414 - \$63,400 per year

Closing Date: Until Filled

**If interested in this vacancy, please apply at:**

**Sales & Use Tax Department**

**8026 Main Street, Ste 600**

**Houma, LA 70360**

**8 AM – 4 PM**

All interested employees should submit a letter of interest to the  
Sales & Use Tax Department and their department head.

**Terrebonne Parish Consolidated Government  
is an Equal Opportunity Employer.**

# Sales Tax Auditor

## Position Summary

The Sales Tax Auditor conducts field and desktop audits to determine taxpayer compliance with local sales and use tax, hotel/motel tax, and occupational license requirements. This position reviews financial records, identifies potential liabilities or overpayments, prepares detailed audit reports, supports delinquent account collection efforts, and provides professional guidance to taxpayers regarding compliance with applicable laws and ordinances.

## Essential Duties and Responsibilities

- Conduct independent field and desktop audits to evaluate taxpayer liability and determine compliance with local ordinances, state laws, regulations, and management policies.
- Collect, review, and analyze accounting records, financial statements, invoices, bank statements, depreciation schedules, inventory records, purchase orders, requisitions, and other supporting documentation.
- Compute taxes owed or overpaid, including applicable interest and penalties, and prepare detailed reports of audit findings for supervisory review.
- Conduct pre-audit and post-audit conferences with taxpayers and their representatives to discuss findings, recommendations, and compliance requirements.
- Research and evaluate potential audit leads and submit recommendations for final review.
- Prepare preliminary audit files, receive audit documentation, and maintain accurate records of audit activity and taxpayer contact.
- Prepare and send audit-related correspondence, including Notice of Examination, Notice of Intent, and Notice of Assessment letters.
- Review and verify refund claims related to sales and use taxes and occupational licenses.
- Confer and correspond with taxpayers, accountants, attorneys, reporting companies, and other representatives to obtain information, provide technical guidance, and resolve issues.
- Educate taxpayers regarding compliance with state statutes, local tax ordinances, and reporting requirements.

- Coordinate with the Department of Revenue and Taxation auditors, independent auditors engaged by the Board, and other tax collecting agencies, including local taxing agencies, the Louisiana Department of Revenue, the Office of Alcohol and Tobacco Control, and the Office of Motor Vehicles.
- Participate in appeal hearings, court hearings, and other proceedings as required.
- Prepare reports on vendors making sales in the parish for which taxes may be due, and recommend assessments when appropriate.
- Assist with delinquent sales tax and occupational license accounts by making collection calls, documenting contact, and supporting follow-up efforts.
- File liens, process mail, visit the post office, and complete other field or administrative tasks as needed.
- Assist taxpayers by phone, email, mail, counter service, and in-person visits.
- Issue exemption certificates and ensure documentation is properly scanned into customer accounts.
- Process cash returns, balance the drawer, submit collected funds, enter batches into AS400, and assist with monthly license postage reporting or other office procedures.
- Review updates to tax laws, professional accounting journals, regulations, and related guidance; complete required training courses.
- Support special projects and perform other duties as assigned to ensure effective office coordination.

## Education and Experience

- College degree with at least twelve semester hours in accounting; or
- Associate degree in business or a degree from an accredited business college with two years of work experience in finance, accounting, or a related field.
- Consideration may be given to applicants with experience or knowledge of sales and use tax, hotel/motel tax, occupational licensing, tax accounting, or tax compliance.
- Related work experience may be substituted for the college degree requirement.

## Knowledge, Skills, and Abilities

- Dependable, self-motivated, and able to prioritize work in a busy office environment with minimal supervision while maintaining accuracy, confidentiality, and professionalism and following established procedures.

- Knowledge of accounting principles, accounting practices, and tax accounting or compliance procedures.
- Knowledge of local ordinances and state laws related to sales and use tax, hotel/motel tax, and occupational license requirements.
- Experience examining and analyzing accounting records, including journals, invoices, bank statements, depreciation schedules, production records, purchase orders, requisitions, and related documents.
- Proficiency with personal computers, with emphasis on Microsoft Word and Excel.
- Ability to interpret information, make sound decisions, and apply laws, ordinances, and procedures accurately.
- Ability to make mathematical determinations with speed and accuracy.
- Ability to handle sensitive or controversial negotiations professionally.
- Ability to communicate clearly and professionally, both orally and in writing.

## Other Requirements

- Must possess a valid driver's license.
- Must have a personal vehicle available for each workday and maintain liability insurance coverage of \$100,000/\$300,000/\$100,000.
- Must be able to travel locally as needed to conduct audits, file liens, attend hearings, and complete other assigned duties.