



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
PRIVILEGE TAX AUDITOR

Pay Grade: 68 Pay Range: \$ 23.45 to \$32.83 per hour plus benefits
New employees usually start at beginning level of pay range.
FLSA Status: Non-exempt – (eligible for overtime)

Qualifications: Bachelor's Degree in Accounting, Finance, or Business Administration, and one year professional level accounting or auditing experience. Auditing experience preferred. The ideal candidate will have exceptional customer service skills with the ability to professionally respond to difficult situations involving the general public. Must possess a valid Arizona driver's license and pass an extensive pre-employment background check and drug test.

Tasks: Schedules, plans and performs privilege and use tax compliance audits; examines taxpayer records at their place of business and/or in office; prepares spreadsheets and schedules of detailed information such as sales receipts, deposits, tax returns, payments; analyzes data to determine compliance with code; determines tax, interest and penalties owed. Writes audit reports including comprehensive work papers of the audit process; summarizes findings; issues tax assessments; answers questions, educates and assists taxpayers and/or their representatives, including interpreting the privilege and use tax code; assists in the issuing of business licenses; assists in the review of tax ordinances and regulations. Position also processes tax returns and performs analysis of tax collections as directed.

Knowledge: Knowledge of State and local statutes, ordinances, resolutions relating to municipal finance, tax collection, tax auditing, GAAS, and GAAP; City audit practices and procedures; office procedures and equipment, including experience with personal computers, specifically Microsoft Office applications (Excel, Word, Access) as they relate to the tax audit environment; public relations/customer service principles, practices and techniques.

Skills: Skill in auditing businesses and identifying monies due to City; establishing and maintaining effective working relationships with State and local officials, elected officials, and City residents; use and interpretation of accounting and auditing terminology; public relations techniques in responding to inquiries and complaints; written communications for administrative technical processes; oral communication in one-on-one and group situations.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline Extended:

Applications and resumes must be received by 5:00 p.m. March 22, 2013.

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303

Phone: 928-777-1347 928-777-1315 800-748-6205 TDD: 928-777-1100 Fax: 928-777-1213

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net

Posted: February 7, 2013

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MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security contributions; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.