

TAX AUDITOR - 2115

General Definition of Work:

Performs difficult professional work in the examination and verification of the county's tax receipts and related records. Work is performed under the general supervision of the Personal Property Manager.

Essential Functions/Typical Tasks:

Creating audit programs and procedures; auditing business personal property reports; verifying records; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Meets with taxpayers, reviews expectations for business personal property reporting.
- Reviews income tax returns, general ledger, depreciation schedules and financial statements.
- Determines degree of compliance with business personal property reporting.
- Analyzes fixed assets by classification and age; determines under listing and bills for net.
- Consults with accountants, attorneys, consultants and other professionals on tax matters.
- Testifies at local board and in state tax courts.
- Assists with the development of tax policies and reports.
- Performs complex analysis for the Incentive Grants Program.
- Responds to inquiries from citizens concerning problems with their tax bills.
- Assists with preparation of total property values for budget preparation.
- Maintains detailed records and prepares a variety of reports concerning activities.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of business personal property principles, practices and procedures; of standard practices, procedures and equipment as applied to the maintenance of an accounting system; and of the State laws and local ordinances governing the receipt and custody of money. Working knowledge office equipment and computers and applicable software applications. Ability to analyze and interpret financial data; to prepare financial analysis reports; to communicate ideas effectively, orally and in writing; to establish and maintain effective working relationships with associates and the general public; and to attend work regularly.

Education and Experience:

Requires graduation from an appropriately accredited college or university with major course work in business accounting or related field and considerable experience involving tax auditing, accounting and financial systems. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force constantly to move objects; work requires lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of or the ability to obtain certification by North Carolina Department of Revenue as a Personal Property Appraiser within three years of employment. Possession of an appropriate driver's license valid in the state of North Carolina. Certified Public Accountant (CPA) desirable. Requires occasional evening work for board meetings.

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