

TAX AND REVENUE MANAGER**Nature of Work**

Under administrative direction, performs complex administrative and professional work at the advanced level with responsibility for administering of State tax laws in a section of the State Tax Division. Develops, coordinates and implements activities. Responsibility includes assisting in the formulation of procedures, interpreting the application of relevant tax statutes, developing or assisting in the preparation of budgets and advising on the resolution of policy and procedural questions. Work is performed within the guidelines of applicable tax statutes, regulations and policies of the Division. Performs related work as required.

Distinguishing Characteristics

At this level the employee performs with minimum supervision and is given wide latitude of independent action. Positions representative of the kind and level of work intended to serve as upper-level manager assisting the assistant director or director and manages large multiple units where the predominant number of staff performs professional and semi-professional work. A major portion of time is spent performing non-supervisory administrative duties.

Examples of Work

- Develops plans for the accomplishment of divisional objectives.
- Advises the director or deputy secretary on complex issues relating to the administration of the tax statutes.
- Assists the director or deputy secretary in formulating policies and procedures for the day-to-day administration of tax statutes.
- Coordinates the work of the unit with other sections in Tax Division, including fiscal, purchasing and data processing units.
- Coordinates activities and audits with state and federal agencies.
- Directs and reviews the work of administrative and professional employees.
- Answers questions on the application of relevant tax statutes; resolves policy and procedural questions.
- Develops or assists in the developing budget estimates of divisional needs; approves or oversees the expenditures of funds.
- Attends administrative hearings as the departmental representative.
- Analyzes work procedures and prepares reports on the activities of the division.
- Determines work priorities and resolves conflicts in the allocation of division staff and resources.
- Makes recommendations on personnel matters, develops training and orientation plans for employees.

TAX AND REVENUE MANAGER (CONT'D)**Knowledge, Skills and Abilities**

- Knowledge of the applicable West Virginia tax statutes and accounting computations regulations.
- Knowledge of the federal income tax statutes and regulations relative to state tax statutes.
- Knowledge of the state tax system and how it applies to individuals, businesses and governmental units.
- Knowledge of accounting and auditing principles and bookkeeping.
- Ability to comprehend, interpret and apply state and federal tax statutes, regulations and procedures.
- Ability to plan and direct the work of others.
- Ability to establish and maintain effective working relationships with public officials, legislators, taxpayers and corporate officials.
- Ability to communicate effectively, orally and in writing.

Minimum Qualifications

- TRAINING** Graduation from an accredited four-year college or university with a major in business or public administration, accounting, finance or economics.
- SUBSTITUTION** Experience as described below may substitute for the required training on a year-for-year basis.
- EXPERIENCE** Seven years of full-time or equivalent part-time paid professional experience in the administration of West Virginia Tax laws, three years of which must have been in a supervisory, administrative or lead worker capacity.
- SUBSTITUTION** Master's Degree in business or public administration, accounting, finance, or economics may substitute for one year of the non-supervisory experience.

Established: 8/19/93
Revised: 7/28/98
Effective: 8/01/98