

TAX AND REVENUE DIRECTOR

NATURE OF WORK

Under administrative direction, performs administrative work directing the operation of a section in the State Tax Division. Administers section functions according to tax statutes, agency guidelines and procedures, and security functions. Directs professional and clerical staff through subordinate managers and supervisors, evaluates effectiveness of tax programs, policies and procedures, and advises Deputy Secretary and Cabinet Secretary on matters pertaining to the section and its mission. May involve travel to meet with taxpayers, employees and attend meetings. Performs related work as required.

ESSENTIAL JOB FUNCTIONS: (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Analyzes staffing and budget needs annually; compiles requests and documentation for the Deputy Secretary's and Cabinet Secretary's consideration.

Oversees the daily operations of the various unit functions, such as internal or field audits, depositing remittances, or projecting revenue amounts for major corporations.

Interprets state and federal tax statutes; consults with the general counsel, Legal Division, and Attorney General's office on the interpretation and application of statutes; assists in the preparation of factual materials for court proceedings.

Promulgates work function manuals, flow charts, and procedures.

Reviews proposed legislation to determine its effect on tax collection and the cost of implementation; assists in the preparation of legislative proposals.

Represents the agency at administrative and judicial hearings; addresses local, state and national tax groups, civic groups and business and trade associations.

Directs the preparation of unit budget requests, expenditure of funds, and personnel change requests.

Prepares and analyzes detailed reports of unit operations on a monthly, quarterly and yearly basis.

Reconciles and assures revenues received/deposited with automated computer systems.

Responds to inquiries orally and through correspondence regarding tax law, policy and procedures; assists taxpayers with filing returns.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of all state, local and applicable federal tax statutes.

Knowledge of the state and federal tax systems and their application to tax return accounting functions.

Knowledge of accounting and auditing principles.

Skill in speaking before business and civic groups on tax matters.

Ability to interpret and apply complex laws, rules, and regulations in state, local and federal taxation.

Ability to plan and direct the work of professional, semi-professional and clerical employees.

TAX AND REVENUE DIRECTOR (CONT'D)

KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

Ability to establish and maintain effective working relationships with legislators, public officials, corporate officials, employees, and the public.

Ability to communicate effectively with various groups.

Ability to prepare comprehensive narrative and statistical reports on the unit operations and legislative proposals.

MINIMUM QUALIFICATIONS

TRAINING: Bachelor's degree from a regionally accredited four-year college or university with a major in administration, accounting, economics, or finance.

SUBSTITUTION: Additional qualifying experience as described below may substitute for the required training on a year-for-year basis.

EXPERIENCE: Five years of full-time or equivalent part-time paid administrative experience involving the administration of taxes of which four years must have been in a related management position.

FOR RESEARCH DIVISION: Five years of full-time or equivalent part-time paid professional experience in the collection, analysis and dissemination of economic and statistical information.

SUBSTITUTION: Approval as a Certified Public Accountant or a Master's Degree in public or business administration, economics, accounting or finance may substitute for one year of the required experience.

FOR REVENUE DIVISION:

TRAINING: Bachelor's degree from a regionally accredited four-year college or university with a major in administration, accounting, economics, or finance.

SUBSTITUTION: Additional qualifying experience as described below may substitute for the required training on a year-for-year basis.

EXPERIENCE: Five years of full-time or equivalent part-time paid administrative experience involving the administration of taxes of which four years must have been in a related management position OR Five years of full-time or equivalent part-time paid experience in remittance processing and data capture of tax returns within the Tax Division, four years of which must have been in an administrative or supervisory capacity.

Established: 8/19/93

Revised: 5/01/07, 6/8/09

Effective: 6/8/09