



## **Title: Tax & Licensing Supervisor**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Finance Manager.

Exercises direct supervision over professional and para-professional staff.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

### **JOB SUMMARY**

The purpose of this position is to provide oversight of the Tax and Licensing division of the Finance Department. Supervises, plans, organizes, and oversees Sales Tax Auditing; Privilege, Business, Occupational and Regulated License Services; Work closely with Arizona Department of Revenue or other agencies for the administration and processing of sales tax returns and the collections of tax revenues due the City. Provides assistance to management on legislative issues, tax code changes and other tax and licensing issues. Provides training for all City Auditors and Collectors. Represents the City at bankruptcy, business and liquor license, and civil hearings.



## ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises staff by planning, directing, prioritizing and assigning tasks, ensuring policy and procedure compliance, recommending changes and adjustments, reviewing work product, monitoring and evaluating staff performance and development, training and coaching for performance improvement, addressing and resolving complaints and recommending personnel actions.
2	Plans and organizes the daily operations and duties of the Tax and Licensing division. Performs complex research and analyses, resolves issues and respond to customer or management inquiries and concerns. Coordinates workflow and projects with other sections, departments and agencies. Analyzes operations and identifies areas requiring improvement; analyzes code, laws, and current procedures for compliance; coordinates efforts between departments and outside agencies; determines preferred practices, policy, and / or training needs.
3	Develops, plans, and implements internal controls, policies and procedures to meet the Sales Tax and Licensing Division goals and objectives. Updates or creates and implements new policies and procedures. Ensures effective internal controls and preferred practices are in place.
4	Works closely with and develops strong relationships with the Arizona Department of Revenue (ADOR) to understand and closely monitor the processes of sales tax administration by ADOR on behalf of the City to ensure the City's interests are represented and positions are communicated. Coordinates and reviews tax audit and collection efforts with ADOR. Performs complex analyses of ADOR reports and reconciliation with City records.
5	Analyzes technology use, works with Information Technology on Tax and License system testing, upgrades and enhancements. Reviews and validates system access. Audits system data to ensure integrity and maintains system to minimize risk of errors.
6	Assists the Revenue Manager in developing, preparing, justifying, and administering the division's annual operating budget. Identify matters of concern in budgets and performance. Performs other duties and participates in special projects as assigned.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with "X"</b>					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with "X"</b>				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator, vehicle.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.