



City of Peoria

HUMAN RESOURCES

Title: Sales Tax Auditor

FLSA STATUS: Exempt from overtime.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Tax License and Collections Supervisor.
This is a non-supervisory job classification

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:** Valid AZ Drivers License upon hire. Able to complete Arizona Department of Revenue (ADOR) Audit Training within first 180 days of employment.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Knowledge of Generally Accepted Accounting Principles
- Knowledge of Generally Accepted Auditing Standards and Procedures.

JOB SUMMARY

The purpose of this position is to perform professional sales and use tax auditing work of businesses to determine compliance with the Model City Tax Code, State statutes, City Tax Code and City business licensing ordinances benefitting the City with additional tax revenue beyond voluntarily reported by taxpayers; performs full scope privilege and use tax auditing and related research within guidelines established by City and State requirements; provides taxpayer education and assistance. This position may also act as a project lead, and interacting with other agencies as necessary.



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	Independently selects, plans, and conducts privilege and use tax audits of businesses based upon various investigative techniques and leads. Monitors, analyzes, reviews, and ensures data integrity in the Sales Tax System through informational reports to detect taxpayer non-compliance.
2	Plans, organizes, performs, and documents tax audit findings through compiling spreadsheets, audit notes, and analysis to finalize audit results. Notifies taxpayers of audit selection; conducts opening interview; establishes audit time frame and audit record requirements.
3	Represents the City and collaborates with ADOR and other municipalities on multijurisdictional tax audit in accordance with the ADOR Audit standards.
4	Educates taxpayers in computing and reporting taxes. Explains legal requirements, rules, regulations, procedures, and ordinances; assists the public on City and State tax laws, reporting requirements, licensing, policies, procedures, administrative regulations, ordinances and laws.
5	Participates and assists in audit protest and appeal process. Prepares documents for administrative tax hearings; researches prior hearings for precedents.
6	Creates reports, forms, and databases to provide reports and information to management. Utilizes various reporting tools to provide accurate and functional data to the division and department.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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.



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Work Environment for this position is indicated below with "X"

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.