

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Sales Tax Auditor</b>
<b>Class Code Number</b>	<b>2100</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>28</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Performs reviews and audits of all sales and bed tax returns, interprets the sales and bed tax codes, and issues responses to the general public in writing and verbally to questions pertaining to the sales and bed tax codes.

### Distinguishing Features of the Class

The principal function of an employee in this class is to review and/or audit sales and bed tax returns and generate notices based on the findings of the review and/or audit. The work is performed under the direct supervision of the Finance Director but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. In the absence of the Payroll Specialist, an employee in this class may temporarily assume full responsibility for duties of the Payroll Specialist. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State agencies and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Maintains all review and audit files for sales and bed tax businesses;
- Investigates reports of active businesses not on tax rolls and accounts in non-compliance and tax ordinances;
- Generates correspondence regarding reviews and audits performed;
- Interprets tax ordinances to the general public;
- Prepares reports and account summaries as requested;
- Performs account analysis as required;
- Review and enters information from payroll timesheets;
- Provides needed information and demonstrations concerning how to perform work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.
- Backup for Finance Director in the area of investments, to include reporting, purchasing and daily monitoring.

### **Required Knowledge, Skills and Abilities**

- Good knowledge of sales and bed tax policies and procedure;
- Good knowledge of local ordinances and regulations appropriate to assigned duties;
- Goods kn0wledge of government payroll and accounting;
- Good knowledge of City and Borough personnel policy, collective bargaining agreements and Federal and State payroll and personnel law;
- Good knowledge of advanced basic accounting principles and practices;
- Ability to make tax calculations and reconciliations accurately;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's degree or equivalent in accounting or a closely related field, and
- Considerable experience in bookkeeping, accounting or banking; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Possession of a driver's license issued by the State of Alaska.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to process billing requests and use a computer screen;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to serve customers at the walk-in counter and deliver materials to other City office locations.

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