

## FINANCE TECHNICIAN II TAX

### GENERAL STATEMENT OF DUTIES

Performs various technical and accounting duties requiring the application of principles and practices of municipal taxation. Performs related work as required.

### DISTINGUISHING FEATURES OF THE CLASS

Under general supervision of the Tax Manager, performs technical work to meet established departmental goals. Ability and willingness to accept increasingly difficult and complex tasks, while meeting established deadlines. This position classification is in the Non-competitive Classified Civil Service.

### EXAMPLES OF WORK (Illustrative only)

- Audits individual and business income tax returns and makes appropriate adjustments based upon the applicable rules and regulations in the Tax Ordinance and office procedures;
- Processes and verifies tax returns to certify accuracy and completeness;
- Performs data entry into system, including electronic posting of payments, Forms W-2, and tax returns;
- Communicates with and assists in processing correspondence and technical requests for information from taxpayers and tax preparers;
- Performs collection procedures for delinquent accounts, including the issuance and follow up of appropriate correspondence;
- Assists taxpayers by answering technical questions and preparing tax forms;
- Participates in tax subpoena process and legal proceedings, including: processing, coordination and follow-up;
- Performs research and prepares interpretations of federal, state, and local tax laws;
- Participates in special projects;
- Performs other general work relating to tax functions;
- Performs tasks related to the location of new accounts;
- Regular and predictable on-site attendance required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of taxation and accounting methods, terminology, principles, and procedures. Strong verbal and written communication skills, including the ability to deal effectively with the general public and city staff. Technical aptitude of the principles and practices relating to taxation. Must be highly skilled in the use of computers and related software programs.

### EDUCATION AND EXPERIENCE

General accounting and/or tax experience and background preferred. High school diploma or its equivalent with a degree in Accounting or related degree is desirable; or any equivalent combination of experience and training which provides the required knowledge, skills and ability.

Approved: \_\_\_\_\_



Date: \_\_\_\_\_

5/17/2021