

TITLE: Tax Auditor (Part-Time)

DEPARTMENT: Commissioner of the Revenue

**JOB SUMMARY:**

Performs professional work in the auditing of accounting and financial records of local businesses to determine compliance with State and City business tax codes; does related work as required.

**MAJOR DUTIES:**

- Organizes and performs audits of existing financial data and/or systems in order to identify and document potential problem areas.
- Gathers and analyzes related information to determine plans for improvement programs.
- Develops, plans and makes recommendations for improvements, elimination of problems, and increase the economy, efficiency and effectiveness of the process and/or system.
- Performs compliance and substantive tests on existing procedures to ensure compliance with codes and other regulations.
- Prepares, maintains and presents various reports, records and correspondence to document and communicate audit findings.
- Coordinates with other departments and/or the general public support and answer audit related inquires.
- Performs professional level work requiring the application of accounting, legal or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
- Performs related tasks as necessary such as performing site visits.
- Performs other related duties as assigned.

**EQUIPMENT USED:**

Computer, Printer, Scanner, 10-key Calculator, Copier, Fax Machine, Telephone and Automobile.

## QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance or related field.

Minimum of one (1) year direct work experience in auditing local business tax returns; comparable experience in public accounting may be considered.

Certified public accountant (CPA) designation or other comparable certification preferred.

Requires broad knowledge of federal, state and local tax codes, and generally accepted accounting and auditing practices; skill in interpreting all forms of financial data; ability to communicate effectively, both orally and written; ability to establish and maintain harmonious working relationships within the Office of the Commissioner of the Revenue, and with other city departments, local businesses and other related agencies. Any acceptable combination of education and experience may substitute for the specific requirements included above.

Must possess a valid Virginia driver's license and have satisfactory driving record. A criminal background check is required prior to any offer of employment or promotion.