

TAX ACCOUNTING TECHNICIAN SUPERVISOR

NATURE OF WORK IN THIS CLASS

Plans, directs, and implements the tax accounting functions and maintenance of income, withholding, corporate, partnership estates and trusts, local tax return subsidiaries, and property tax records.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans, directs, and implements the daily accounting functions within the Tax Accounting Branch.

Oversees the work of accounting personnel in assessing outstanding liabilities, preparing certificates of assessments and journal vouchers; recording payroll deductions in accounts receivable for tax liabilities; recording payments for individual and corporate income taxes, withholding taxes, gross receipts tax, real property tax, and other tax collections.

Exercises judgement relative to accounting regulations and bookkeeping principles on day-to-day transactions performed by others in preparing and interpreting financial reports.

Verifies, reviews, and approves the processing of journal vouchers, computation of penalties and interests on field receipts and taxpayers billings, and other tax accounting reports and documents.

Ensures cash documents balance to the Treasurer's report.

Certifies cash receipts system reports by type of source documents and Treasurer's report.

Assists the Taxpayer Service Administrator in the preparation of the budget for the division.

Responsible for generating feasibility projection reports.

Coordinates the functions of the Tax Accounting Branch with other divisions of the Department of Revenue and Taxation and the Department of Administration.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of tax accounting.

Knowledge of the principles and practices of management.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to supervise tax accounting, budget, and related functions.

Ability to supervise the work of others.

Ability to interpret and apply laws, regulations, policies, procedures, and related tax accounting guidelines and requirements.

Ability to make decisions in accordance with program guidelines.

Ability to make arithmetic computations with speed and accuracy.

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

Skill in the operation of calculators and similar office equipment.

MINIMUM EXPERIENCE AND TRAINING

- A. Three (3) years of experience in the processing of income and local tax returns and graduation from a recognized college or university with a Bachelor's degree in accounting, business administration, or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: **DECEMBER 1998**

PAY GRADE: **K**

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| HAY EVALUATION: | KNOW HOW: | D12 | 175 |
| | PROBLEM SOLVING: | D3 (29%) | 50 |
| | <u>ACCOUNTABILITY:</u> | <u>D1C</u> | <u>57</u> |
| | TOTAL POINTS: | | 282 |



ELOY P. HARA
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