



AUDITOR

Summary

Under general supervision of the Director of Finance enforces the City's license and tax ordinances. Performs field and office work combined with general accounting procedures in auditing accounts. Decisions are made in accordance with established precedents, policies, laws, and ordinances. May also directly supervise the city's personnel assigned to business license issuance and sales tax collection.

DUTIES AND RESPONSIBILITIES

A. Audit (75%)

- Examines accounting records of taxpayer being audited to determine accuracy of gross receipts reported for business license; determines accuracy of sales, use, rental and lodging taxes reported and paid.
- Prepares necessary schedules to support audit findings and presents owner with invoice and explanation covering license and taxes due.

B. Research and Investigation (15%)

- Secures information from suppliers, similar businesses, and other revenue departments to identify potential taxpayer reporting errors
- Interprets tax laws and regulations to the public.
- Investigates violations of City ordinances in regard to tax revenue.
- Issues citations and requests indictment of delinquent businesses and represents the City in court.

C. Public Relations (10%)

- Calls on new and old businesses, conducts public relations work, and observes business activities

D. Performs other reasonable related duties in a safe manner as assigned by immediate supervisor and other supervisors as required.

E. Serves as back-up for License Officer and Sales Tax Officer as necessary or as directed by the Finance Director.

JOB SPECIFICATIONS

Qualifications:

- Must have a bachelor's degree in accounting or finance from an accredited four (4) year college and work related experience in the field of accounting and auditing.
- Must have a valid driver's license and an acceptable driving record.
- Must be bondable.
- Must have regular attendance on the job.
- Must be able to complete the Certified Revenue Examiner Program and the Certified Municipal Revenue Officer course within 24 months of employment.

Knowledge, Skills, and Abilities:

- Considerable knowledge of auditing principles and procedures.
- General knowledge of ordinance and code structure.
- Reading skills to interpret fine print and computer monitor data.
- Verbal communication skills to provide accurate and up to date information to taxpayers and supervisors.
- Writing skills to draft letters and reports.
- Math skills to accurately compute information and balance books.
- Ability to perform audits on various types of businesses.
- Ability to analyze accounting records and federal tax returns to determine if licenses and taxes have been paid.
- Ability to maintain an effective working relationship with other employees and the public.

Physical Characteristics:

- See well enough to read text on a computer terminal.
- Hear well enough to carry on a normal conversation with clients both in person and on the telephone.
- Be able to effectively operate a computer keyboard, calculator, fax, copy machine, and other related office machines.
- Have ability to move freely about the office.
- Have ability to safely operate, enter and exit a motorized vehicle.
- Have ability to place records, files and boxes weighing no more than 25 pounds on shelves above head level.

Other Characteristics:

- Must be willing to participate in special training programs/classes as requested.
- Must be willing to travel as requested.