

POSITION TITLE: TAX SPECIALIST

DEPARTMENT: FINANCE

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Tax Commissioner

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position accounts for all tax collections and prepares related financial statements and statistical data.

JOB RESPONSIBILITIES

- Analyzes, reconciles and audits tax returns and related forms
- Prepares, reviews, and corrects income tax forms, and accounts for money
- Balances W-2's and withholding deposits
- Identifies new tax payers
- Maintains payment schedules
- Prepares tax forms, including bills, reports, refunds and 1099's
- Provides information and responds to inquiries from the general public
- Creates, maintains and monitors income & deposit reports
- Reviews income tax returns and withholding reports to ensure accuracy and correctness
- Develops and monitors delinquent/late lists for individual and withholding account compliance
- Identifies and monitors taxpayers and subcontractors for compliance
- Prepares and mails various tax forms, billings, etc.
- Balances, analyzes and files W2's
- Performs general office duties: typing, filing, composing correspondence, ordering supplies
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Routine office physical demands -- sitting, talking/hearing and using hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <p>Knowledge of Federal, State and Local tax rules</p> <p>Ability to use spreadsheet, database and word processing software</p> <p>Administrative Skills</p> <p><i>Ability to analyze and resolve situations and problems</i></p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to process paperwork effectively</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Knowledge of filing methods and records management techniques</p> <p>Knowledge of modern office equipment</p> <p>Cognitive Skills</p> <p>Ability to deal with a variety of concrete variables in situations where significant standardization exists</p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference</p>	<p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to create and readily draw on a large pool of diverse sources of information</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p>Communications Skills</p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p>Interpersonal Skills</p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p>Leadership Skills</p> <p>Ability to take charge and initiate actions</p>

DESCRIPTION OF WORKING CONDITIONS
Work is performed in an office setting and is subject to pressure from deadlines.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
Two-year college certificate or equivalent; five to seven year's tax-related experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.