



Job Title: Revenue Auditor II

Division: Finance

Status: Full-time

Salary Range: \$39,736.74-\$46,271.89

Job Description: see below

Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email: lewiss@huntingtonwv.gov. They may also apply in person at City Hall, Room 14 - HR Office, or complete the online application at www.cityofhuntington.com. Click on "City Government," and then "Employment Opportunities." Applications/resumes will be received through the close of business on Friday, December 2, 2022.

REVENUE AUDITOR II

Job Category: Administrative
Department: Administration and Finance
Division: Finance

Job Code No.: FIN-10
Pay Grade: A13
FLSA Status: Nonexempt

NATURE OF WORK

This is a responsible financial administrative position involving the revenue collection activities. Performs full-performance level tax field auditing involving on-site examination of the accounting systems, accounts, journals, invoices, inventories and budget and financial records of businesses, corporations and local government entities to determine the proper reporting and payment of taxes and compliance with federal, state and local rules and regulations. This position is assigned audits of medium size and have obtained considerable knowledge of all types of taxes, financial records and federal, state and local rules and regulations.

The employee is responsible for assisting the revenue collections effort for the Finance Division by working as part of an interdepartmental collections team from Finance, the Legal Department and the Public Works Department. Contacts are with attorneys, accountants, and business owners are extensive. The employee is under general supervision of the Revenue Audit Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works collaboratively with others in collection procedures for City revenues including Business and Occupation Tax (B&O), City Service Fee, Municipal Fee, Refuse Fee and other taxes and fees.

Audits financial records of customers to determine proper amount of taxes/fees owed to the City.

Determines the proper reporting procedures and payment of taxes by examining the accounting systems, accounts, journals, payroll records, invoices, inventories and budget and financial records of businesses and corporations.

Proactively contacts and follows up with contractors throughout various stages of large construction projects to assure contractor has understanding of the B&O tax and City Service Fee requirements when performing contracting services in the city.

Responsible for reporting collection results of this position.

Responsible for quickly learning how to navigate and retrieve collections-related data from existing revenue software systems. Systems include New World Public Administration Software (Logos) and custom written IBM I series programs with Microsoft Excel output.

Responsible for maintaining strict confidences of all tax data as prescribed by state law and City ordinance.

Establishes appropriate tax rate by calculating tax liabilities, credits and/or assessments.

Determines the amount of monetary discrepancies, describing in detail the reasons for the discrepancy by reconstructing the records and preparing a summarization schedule.

Conducts post-audit conferences with the taxpayer, taxpayer's representative and explains the rules and regulations behind the decisions of the auditor.

Completes an audit by summarizing in a final report all audit procedures and issues involved, including cooperation received, state of accounts and records, working conditions, type of business and any objections voiced by the taxpayer; may utilize a laptop computer to enter data and prepare reports.

Assists in the training and development of employees in the Revenue Auditor I classification in the areas of examining records, auditing techniques and application of tax laws, rules and regulations.

Attends applicable training provided by the agency.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in finance, accounting, business administration, economics, public administration or equivalent field; minimum of 3 - 5 years of collections or audit/accounting experience with external businesses preferable; or any equivalent combination of education and experience. Quick proficiency in New World Public Administration Software upon hire.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, methods and practices of municipal finance, governmental accounting and related activities.

Thorough knowledge of modern office practices and procedures and office accounting and information processing systems and equipment.

Proficient intermediate knowledge for daily usage of Microsoft Excel, Microsoft Word and email.

Knowledge of basic principles, methods and procedures of revenue collection, including knowledge of applicable federal, state, and local tax laws, rules and regulations affecting City revenue.

Ability to analyze and interpret accounting data and reports of limited complexity to determine compliance with federal, state and local tax laws.

Knowledge of the principles and practices of public administration.

Ability to plan, organize, direct and review a variety of financial activities.

Ability to formulate, initiate and administer general controlling policies and procedures.

Ability to determine the accuracy and adequacy of technical accounting systems, methods and procedures. Ability to advise commercial accounts on accounting methods and systems to facilitate future audits and aid them in preparing future reports.

Ability to analyze and interpret financial data and technical accounting reports and to apply tax laws and interpretations to the specific situation.

Ability to promptly prepare comprehensive reports and summarizations pertaining to tax audits.

Ability to communicate effectively, both verbally and in writing.

Skill in the presentation of factual material, both written and orally.

Ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to interact effectively with customers.

Ability to perform work in an unwelcome environment at a customer's location.

Ability to perform work in an efficient manner which creates the least interruption to the customer.

Ability to follow directives within a team and maintain harmonious relationships within the Division.

Ability to establish and maintain effective working relationships with City officials, employees and the general public.

Ability to handle confidential information and matters in a discreet and professional manner.

SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer and software, computer printer, calculator, copy machine and handheld devices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, hear and smell.

The employee may occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderately quiet. The noise level in outside work environment will vary with the location of the businesses being audited.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.