

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Tax Specialist</b>
<b>Class Code Number</b>	<b>2100</b>
<b>FLSA Designation</b>	<b>Exempt (Professional)</b>
<b>Pay Grade and Range</b>	<b>27</b>
<b>Effective Date</b>	<b>February 2019</b>

### General Statement of Duties

Interprets the sales and bed tax codes, and issues responses to the general public in writing and verbally to questions pertaining to the sales and bed tax codes. Enters and ensures accuracy of all sales and bed tax returns. Support accurate and timely property tax billing and collection cycle and answers property tax billing questions.

### Distinguishing Features of the Class

The principal function of an employee in this class is to process and review sales and bed tax returns and generate notices when warranted. The position is supervised by the Supervisory Accountant but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State agencies and the public. An employee in this class may perform the duties of other employees in the Finance Department as needed. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Responsible for recordkeeping and integrity of tax records for sales and bed tax businesses;
- Investigates reports of active businesses not on tax rolls and accounts in non-compliance and tax ordinances;
- Ensure accurate entry of sales tax data into both sales tax system and into the general ledger;
- Generates correspondence to account owners regarding reviews and audits performed;
- Advises the general public as to the scope and applicability of sales tax code and responds to citizens' questions and comments in a courteous and timely manner;
- Prepares reports and account summaries as needed;
- Ensures that property tax billings are created and payments processed;
- Performs tax account analysis as required;
- Provides needed information and/or cross-training to colleagues;
- Keeps immediate supervisor and other managers and colleagues as directed fully and accurately informed concerning work progress;

- Recommends to supervisor and department head improvements in processes to improve efficiency and effectiveness;
- Identifies potential work problems and recommends solutions and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in municipal taxes;
- Performs other related duties as assigned;
- Provide backup for other staff as needed.

<b>Required Knowledge, Skills and Abilities</b>
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- Technical knowledge as to accrual accounting concepts, the accounting cycle concept, and the interrelationship between the general ledger and subsidiary ledgers;
- Skill in data entry necessary to accomplish assigned work in order to process workload volume by assigned deadlines with minimal errors;
- Skill in document management and paperwork flow necessary to accomplish assigned work and maintain records;
- Ability to read, interpret, and explain municipal, federal, and state code and apply to sales, bed, and property tax policies and procedure;
- Ability, without direct supervision or training, to prepare journal entries, to enter them into the accounting software system, and to prepare necessary backup to substantiate the journal entries;
- Ability, without direct supervision or training, to prepare general ledger account reconciliations of the controlling balances in the general ledger to detail in subsidiary ledgers;
- Ability, without direct supervision or training, to prepare adjusting and reversing journal entries required to restate cash basis account balance to an accrual basis, to enter them into the accounting software system, and to prepare necessary backup to substantiate the journal entries;
- Analyzes sales tax regulations which require interpretation and draft proposed interpretative guidance decision memorandums, for approval by the Finance Director;
- Ability to make tax calculations and reconciliations accurately;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to independently, based on general guidelines and direction, perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to positively interact with citizens in potentially confrontational circumstances while maintaining composure and professionalism at all times;
- Ability to independently, based on general guidelines and direction, prioritize work in order to meet deadlines and produce deliverables;
- Ability to employ integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Work experience or education in taxation, accounting, bookkeeping, or banking; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work; and
- Public sector or Alaska municipal experience preferred.

**Required Special Qualifications**

- Graduation from an accredited college or university with a Bachelor's degree or equivalent in accounting or a closely related field, or at least 2 years of experience in a formal work setting that requires extreme attention to detail and or detailed reconciliations to verify accuracy of work; and
- Possession of a driver's license issued by the State of Alaska.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
  - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to process billing requests and use a computer screen;
  - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
  - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to serve customers at the walk-in counter and deliver materials to other City office locations.
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