



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
PRIVILEGE TAX SUPERVISOR- *In House*

Pay Grade: 70 Pay Range: \$51,235 to \$71,729 annually plus benefits
New employees usually start at beginning level of pay range.
FLSA Status: Exempt – (Not eligible for overtime)

Qualifications: Bachelor's Degree in Accounting, Finance, or Business Administration and three (3) years full time professional level privilege tax administration, auditing, or closely related field. Must have Arizona Driver's License and be able to pass criminal background check and pre-employment drug test.

Tasks: Under general supervision, supervises, coordinates and oversees the accurate and timely administration, collection and auditing of privilege and use tax collections and business licensing. Supervises and administers the City's programs directed at the identification and collection of sales tax revenues; monitors, develops and recommends amendments to the City tax code; collaborates with the Unified Audit Committee and the Municipal Tax Code Commission; implements approved changes and develops educational and training programs to inform citizens and City employees. Oversees or performs audits and develops the audit schedule; ensures that audits conform to Generally Accepted Auditing Standards; undertakes collection efforts of delinquent or inactive accounts as identified through audit or by referral from the utility billing, accounts receivable or other City unit responsible for the receipt and accounting of revenue; collaborates with the Legal Department as necessary. Prepares various tax collection reports and monitors developer payback agreements in a timely manner. Assigns and reviews work upon completion, supervises employees according to established City policies and procedures; trains employees on division functions including but not limited to auditing and processing of returns and licenses.

Knowledges, Skills, and Other Characteristics:

Knowledge of:

- City privilege tax and licensing practices.
- generally accepted accounting principles and auditing standards and practices.
- collection methods and techniques.
- office procedures and equipment, including computers and financial application software.
- supervisory methods and techniques.
- public relations/customer service principles, practices and techniques.
- basic budgeting procedures and financial recordkeeping.

Skill in:

- establishing and maintaining effective working relationships with State, Federal, and other local officials, business owners/managers, elected officials, subordinate staff, and City residents.
- auditing businesses and collecting monies due the City.
- operating a variety of office equipment, including computer, telephone and 10-key calculator.
- the use and interpretation of accounting terminology.
- public relations techniques in responding to inquiries and complaints.
- setting priorities to meet established and changing deadlines.
- supervising, evaluating, training and motivating employees.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed. *Must be able to lift 50 pounds.*

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone. Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications/resumes (both preferred)
will be accepted until position is filled or 5:00 PM, May 13, 2008.

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303

Phone: 928-777-1347 or 928-777-1315 or 800-748-6205 TDD: 928-777-1100 Fax: 928-777-1213

Email: personnel@cityofprescott.net Visit our website at www.cityofprescott.net

EEO/M/F/V/H/D/NSE Posted: May 6, 2008

Mark Woodfill, Finance Director

Jolaine Jackson, Human Resources Director

=====
===

MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be

satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.