

# TAX AUDITOR

Job Code	Pay Grade
23124	E11

## Nature of Work

This is technical work involving the auditing of accounts registered with the Tax Collector's Office with respect to the Pinellas County Tourist Development Tax. Employees in this position measure compliance with the tax returns submitted by the taxpayer for a specified period. Incumbent performs work under the general supervision of the Tax Auditor Manager and the Tax Collector and requires independent judgment to accomplish requirements for job completion.

## Minimum Qualification Requirements

- 6 years of experience in a Florida Tax Collector's Office, or Department of Revenue, or Department of Highway Safety & Motor Vehicles that includes an emphasis in audit/finance/business/accounting; or
- Associate's degree in business, finance, accounting, public administration and 4 years accounting experience as described above; or
- Bachelor's degree in business, finance, accounting, public administration and 2 years accounting experience as described above; or
- An equivalent combination of training, education, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Must maintain FRVIS and FDLIS Access Authorization per Florida Department of Highway Safety & Motor Vehicles Procedure TL-57 and RS-64.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Schedules and performs scheduled field audits with selected businesses.
- Examines books, ledgers, bank statements and other materials used to measure income subject to the Tourist Development Tax.
- Communicates with taxpayers, accountants, bookkeepers and other personnel with knowledge of the taxpayers' books and records.
- Provides procedures and techniques to assist in ensuring registration compliance.
- Conducts desk audit investigations of non-compliance.
- Compares and analyzes results of the taxpayers records with the tax returns submitted to the Tax Collector.
- Assists Tax Auditor Manager on selected projects.
- Submits reports indicating results of audits and recommends appropriate actions, deficiency amounts, interest and penalties.
- May perform routine data or word processing operations which include encoding, entering and retrieving data or working with statistical packages or programs.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of accounting and bookkeeping procedures, practices and the variations of same utilized in the hotel, motel and living accommodations industry, including procedures of Realtors, and real estate management organizations.
- Knowledge of office procedures, methods, and equipment.
- Ability to apply computer applications and software.
- Ability to speak and comprehend technical accounting language and variations of same.
- Ability to be flexible in scheduling audits for the convenience of the taxpayer.
- Ability to represent the audit position of the Tax Collector's Office in a professional manner.

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Revised	EEOC Code	Overtime Code
6/09	Professionals	Exempt