



Chief Tourist Development Tax Auditor

Category: Exempt
Pay Grade: TCE-23
Job Code: 23126

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible professional, technical, supervisory, and administrative work directing the effective operation of the Tourist Development Tax Audit Department. An employee in this classification develops strategies for auditing tourist development tax collections, assigns and reviews the work of Tax Auditors, schedules mediations for compliance, measures business activity to forecast revenues, makes presentations to the Convention & Visitors Bureau, and performs selected audits. Work is performed with considerable independent judgment and initiative under the general supervision of the Deputy Tax Collector.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Maintains records on business activity for Pinellas County's accommodation industry, such as occupancy rates and pricing, and prepares trending reports of Pinellas and comparable Florida counties;
- Forecasts expected tourist tax collections, and forwards to the Deputy Tax Collector in a timely fashion for the development of the annual department budget;
- Submits a budget for the Audit Division, forwards to the deputy for approval;
- Analyzes the results of taxpayers' returns, and compares with market data to determine a strategy for audits to compel compliance;
- Prescribes a system that safeguards taxpayers' books, ledgers, bank statements, and other income stream records that are protected by confidentiality statutes while in the custody of the Tax Collector's office;
- Examines accountants, bookkeepers, and other taxpayer designees who have knowledge of, or prepare, the taxpayer's books and records, to compel conforming returns within professionally recognized standards;
- Schedules mediation hearings when deficiency amounts, interest, and penalties owed by taxpayers are in dispute, acts as the mediator in accordance with law and negotiates settlements;
- Supervises subordinates and conducts performance reviews;
- Leads subordinates in conducting major and more complex audits when the timely completion of audits is best served by group auditing; individually performs audits on selected accounts;
- Acts as an expert on the tourist development tax, and prepares reports and presentations to the Convention & Visitors Bureau as the Tax Collector's liaison;
- Serves as a representative of the Tax Collector's Office on various state task forces;
- May act for the Deputy in his/her absence;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in accounting, finance, public administration, business administration or a related field and four (4) years of leadership in administrative, accounting, or management experience; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of the accounting and bookkeeping procedures used by the accommodations industry, including realtors and real estate management organizations;
- Knowledge of the methods used in making statistical surveys and the preparation of reports;
- Knowledge of the tax related laws, ordinances, rules, regulations, or procedures governing the collection of taxes, and related legal processes;
- Skill in calculating and sorting complex financial data into an orderly report for analysis in a timely fashion;
- Ability to apply computer applications and software;
- Ability to plan, assign, coordinate, and supervise the work of others;
- Ability to present oral and written communications as well as recommendations clearly and concisely;
- Ability to maintain good public relations with subordinates, public agencies, and the public.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.