

CITY OF GLENDALE

TITLE:	Tax & License Manager	CLASS CODE:	335
REPORTS TO:	Revenue Administrator	GRADE:	28
DEPARTMENT:	Finance	FLSA:	E
JOB SPECIFICATION DATE: April 4, 2007			

JOB SUMMARY

Plans, organizes and manages the activities and staff involved in issuance and enforcement of business licenses and auditing for compliance with City tax and license requirements.

ESSENTIAL FUNCTIONS

1. Plans, organizes and manages the activities and staff involved in the licensing, auditing and sales tax functions including out of state and multi-jurisdictional audits.
2. Interprets laws, ordinances, and other regulations relating to the administration and enforcement of the tax and license function.
3. Prepares licensing and model City tax code changes for council.
4. Develops and maintains a comprehensive automated sales tax and licensing system.
5. Reviews sales tax and business license applications and issues licenses based on the appropriate tax category.
6. Reviews and approves audit work papers and surveys audited businesses to monitor for customer services.
7. Monitors tax law changes for operational impacts.
8. Tracks audits and protest periods and forwards protested audits to hearing officer and City Attorney's office.
9. Prepares section budget and monitors expenditures.
10. Represents the City at meetings and administrative hearings of the unified audit committee.
11. Provides audit production statistics to the state and other local taxing jurisdictions.
12. Manages special projects involving research and analysis.
13. May fill in for Revenue Administrator in his/her absence.
14. Reviews completed hearing reports and attends hearings on Superior Court tax cases as an expert witness.
15. Provides information on difficult taxation questions from Federal, State and municipal agencies; the business community and City staff.
16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Sound business practices in accounting, cash receivables and auditing
Laws, ordinances, codes and City policy regarding the sales tax and license functions
Accounting and auditing principles
Municipal financial administration

Skill in:

Influencing, negotiating and diffusing difficult situations. Influencing, negotiating and diffusing difficult situations
Operating a computer and applicable software

Ability to:

Effectively plan and organize a tax, auditing and license program
Interpret and apply laws, ordinances, codes and City policies regarding sales tax and license functions. Utilize and understand computer applications
Prepare accurate and concise analytical reports. Effectively communicate verbally and in writing
Establish effective working relationships with businesses, City staff, City officials and the public
Effectively manage, train and develop employees

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Requires a Bachelor's Degree in Accounting, Public Administration, Business Law or related field and five years experience in an accounting, auditing, licensing or tax functions and two years supervisory experience. Direct experience in sales/tax administration and CPA or CMA preferred.

SPECIAL REQUIREMENTS

Arizona driver's license.