

**CAMPBELL COUNTY FISCAL COURT  
POSITION DESCRIPTION**



<b>Position Title:</b>	Tax Specialist
<b>Department:</b>	Fiscal Affairs/Occupational Tax Office
<b>Reports To:</b>	Tax Compliance Manager
<b>FLSA Status:</b>	Non-Exempt, hourly
<b>Employment Status:</b>	Full Time – 70 hours Bi-weekly
<b>Pay Grade:</b>	4

**SUMMARY:**

Under general supervision, the Tax Specialist is responsible for processing incoming cash receipts, examining tax returns and preparing monthly reports.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** includes, but are not limited to:

- Opens incoming mail and prepares daily bank deposits;
- Reviews all returned mail and advise Tax Manager on closing inactive accounts;
- Perform month end closing reports for A/P and partner cities and monitors daily reports to correct balance errors;
- Provides tax return preparation services to customers in-person or over the telephone;
- Processes and collects non-sufficient funds checks;
- Posting insurance tax, review tax receipts and annual report;
- Assists with the reconciliation of payroll tax receipts collected with W-2 reports from employers and invoices employers for underpayment, and assists with creating Excel spreadsheets for payroll tax accounts analysis;
- Ensures timely and accurate storage of all tax documents;
- Examines tax returns, determines underpayments and invoices customers for Campbell County and five participating cities;
- Examines business tax returns, identifies missing documentation and notifies customers; invoices customers for unpaid tax; Creates excel spreadsheets for payroll tax accounts analysis;
- Analyzes databases to identify non-compliant businesses and send tax notices; and
- Assumes duties/responsibilities of coworkers and performs other duties as assigned.

**QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- Ability to interact tactfully and courteously with the public and to establish and maintain effective working relationships with coworkers and peers;
- Ability to make decisions, to work effectively on a daily basis with limited supervision, and to organize work tasks independently;
- Willingness and ability to maintain strict confidentiality;
- Ability to collect, interpret, and draw valid conclusions from institutional data;
- Excellent communication and interpersonal skills (i.e. ability to refer sensitive inquiries or customer complaints to office manager);
- Ability to add, subtract, multiply, and divide and to compute rate, ratio, and percent as needed;
- Basic computer skills including database and Microsoft Office experience ;
- Ability to design and use spreadsheet applications with proficiency; and
- Knowledge of governmental accounting.

**EDUCATION AND EXPERIENCE:**

Associate degree or equivalent from an accredited two year college or technical school in accounting, bookkeeping, finance, business administration, or other job-related field plus two years of office, administrative, bookkeeping or related experience; or equivalent combination of education or experience.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must be bondable;
- Must possess a valid Driver’s license; and
- Incumbent prohibited from performing tax or accounting services as secondary employment.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date