

Code: 0145
Administrative Service
Clerical, Accounting and General Office Group
Accounting and Auditing Series

CLASS TITLE: Manager of Compliance Analysis

CHARACTERISTICS OF THE CLASS: Under direction, manages the reporting and analysis of tax and license revenues and the auditing of tax exemptions and refunds for City businesses; and performs related duties as required.

ESSENTIAL DUTIES: Directs staff engaged in the collection and reporting of data on tax and license revenues paid by City businesses; supervises the analysis of data identifying variances in actual versus projected revenues; evaluates statistical data and makes projections regarding fiscal conditions and trends; manages the auditing of businesses exempted from payment or receiving refunds for overpayment of tax and license liabilities; provides technical assistance to professional auditors engaged in processing complex refund claims; participates in the selection of businesses targeted for special investigations to determine compliance with the City's tax and license ordinances; meets with supervisory staff to establish goals and objectives for prioritizing and completing pending assignments; confers with departmental managers to summarize tax and license issues for inclusion into comprehensive compliance reports; participates in formulating and implementing procedures to improve operational and administrative processes and staff productivity; participates in the design and modification of financial and statistical reports on compliance and auditing activities as requested by executive staff; prepares the division's annual personnel and operating budget; supervises the preparation of work activity reports of unit functions.

RELATED DUTIES: Meets with Department of Management Information Systems staff to develop and modify applications for financial reports; serves as liaison with governmental agencies to obtain data used in projecting financial trends; oversees the issuance of correspondence to business establishments in recommending methods to comply with municipal tax and license ordinances.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting or a directly related field with 15 semester hours in Accounting supplemented by five years of progressively responsible professional accounting or auditing experience including two years of supervisory experience, or an equivalent combination of training and experience.

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CLASS TITLE: Manager of Compliance Analysis (Cont'd)

Knowledge, Abilities and Skill. Considerable knowledge of municipal

tax and license compliance regulations. Considerable knowledge of accounting reporting systems and principles. Considerable knowledge of auditing methods and procedures.

Ability to plan, coordinate and monitor the work of supervisory staff. Ability to analyze statistical and narrative data and make projections regarding fiscal conditions. Ability to resolve complex refund claims of business establishments.

Considerable skill in analyzing tax and license compliance rates and forecasting financial trends. Skill in auditing tax returns. Good oral and written communication skills. Good computer skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 1997