Vacancy Announcement

Auditor I
See Attached Job Description

$35,344.00 - $53,017.00 per year

Closing Date: April 30, 2020

If interested in this vacancy, apply at:
Sales & Use Tax Office
Government Tower
8026 Main Street, Suite 601
Houma, LA 70360

All interested employees should submit a letter of interest and updated application or resume to the Sales & Use Tax Department and their department head.

Terrebonne Parish Consolidated Government is an Equal Opportunity Employer.
Job Description

POSITION TITLE: Auditor I
DEPARTMENT: Sales & Use Tax Department
GRADE: 204
REPORTS TO: Director
WAGES: Salary

Summary:
This is a professional position in which audits are performed on the books and records of local and out of parish/state businesses. These examinations are performed to ensure compliance with sales/use tax laws and regulations. The individual must be self-motivated and able to perform the audits independently in accordance with clearly outlined procedures.

Basic Functions:
1. Reviews and analyzes sales/use tax returns to determine possible liability of businesses.
2. Performs all necessary pre-audit planning and preparation such as researching applicable tax laws.
3. Reviews invoices and examines such documents as are necessary to ascertain compliance with tax laws and remittance of all taxes due.
4. Review audit with taxpayer with regards to findings and recommendations.
5. Prepares audit report for review by Director. Audit report shall include exhibits, schedules, findings and opinions.
6. Conducts in house audits of refund claims received by department.
7. Confers and corresponds with taxpayers, accountants, attorneys, and/or reporting companies to seek additional information, provide technical advice, and resolve problems.
8. Reviews all occupational license applications for correct information and payment of license. Work with Planning and Zoning to verify all urban applications meet proper zoning codes. Enforces ordinance dealing with occupational license through telephone calls and fieldwork.
9. Attend tax meetings and seminars to discuss problem areas, interpretation of existing laws and broaden knowledge by combining various techniques and approaches with other taxing authorities.
10. Any other duties not listed above in order to accomplish office coordination.

Requirements:
1. General knowledge of sales/use tax, hotel/motel taxes and occupational license requirements desired.
2. Must have a valid driver’s license.
3. Must have a personal vehicle available for every workday with liability insurance coverage of $100,000-$300,000-$100,000.
4. Must be able to work with minimal supervision.
5. Must have good phone etiquette and grammatical skills.
6. Must have ability to effectively communicate with taxpayers in a courteous manner.
7. Knowledge of personal computer with an emphasis on Microsoft Word and Excel.

MINIMUM QUALIFICATIONS:
1. A college degree with twelve semester hours in accounting. Consideration will be given to applicants with experience or knowledge of sales/use tax, hotel/motel tax, occupational license, and tax accounting or compliance.
2. General knowledge in the use of the AS 400.

Anyone interested in applying should submit their letter of interest and/or application to the Sales & Use Tax Department, Government Tower, Suite 601, between the hours of 8:00 am and 4:30 pm.