



# City of Tempe

## TAX ANALYST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	174	<i>Department:</i>	Financial Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Tax Auditor II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives general supervision from the Tax Audit Supervisor or from other supervisory or management staff and may exercise functional and technical supervision over clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Six (6) months of experience in one (1) or more of the following areas: auditing, accounting, bookkeeping, budgeting, economics or directly related to the core functions of this position.
<i>Education:</i>	Equivalent to an associate degree from an accredited college or university with major course work in accounting, auditing, economics, or degree related to the core functions of this position.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To perform a variety of research and auditing duties exercising discretion and independent judgment involving the accounting, recording, and reporting of financial transactions involved in City taxes and City taxes provided to the City by the Arizona Department of Revenue (ADOR); to review financial records for accuracy; and to prepare financial reports, statements and special financial analyses; auditing work involving small private firms to determine compliance with established policies, procedures, provisions, and ordinances; to provide taxpayer assistance as requested; to identify, assess and recover property tax revenue; and to provide data preparation and analysis of revenue trends for the section. Most tax revenue data figures are provided to the City by the Arizona Department of Revenue weekly.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Compile Tax and License Division's monthly statistical reports for senior management and City Council; analyze and explain variances in revenues by tax type, industry segment, and special district; evaluate potential impact on future tax revenues.
- Retrieve and analyze meaningful information from the tax accounting system provided to the City by the Arizona Department of Revenue; discuss discrepancies with the ADOR; perform analyses and studies identifying trends in historical tax revenues; design and implement ad-hoc reports; present results and analyses to management and Budgeting personnel for incorporation into City's budget forecasts.
- Perform varied office exercising discretion and independent judgment work relating to the administration of tax and license laws and ordinances; research and analyze the economic impacts of proposed tax legislation.
- Calculate and monitor the accrual of tax rebates in accordance with economic development agreements.
- Review amended returns and refunds to taxpayers for appropriateness under the Model City Tax Code; contact taxpayers to resolve questions and issues; compile documentation in support of refund requests and initiate refund transaction.
- Answer taxpayer questions and provide information to the public; assist with investigating taxpayer complaints and, when appropriate, recommend and/or initiate corrective action.
- Perform ad-hoc analyses of returns and reported taxpayer information to identify noncompliance and taxpayer errors in reporting; perform, as necessary, taxpayer follow-up and corrective action.
- Maintain contact with ADOR regarding the annual compilation of GPLET (Government Property Lease Excise Tax) forms.
- Assist tax auditors in monitoring property tax information and property valuations; monitor and analyze County Assessor's records to ensure improvements, ownership changes, annexations, and exemptions are properly reflected in the tax rolls; compare rental and commercial property information to licensing information to identify unlicensed businesses; maintain database of rental property information.
- Participate in meetings, committees, and/or special projects as directed by management.
- Independently conduct limited special investigations and assist in more complicated special investigations as requested.
- Balance annual revenues to financial records.
- Identify and implement new or improved methods of recordkeeping for historical sales tax revenues.
- Prepare and present formal written reports of work.
- Perform related duties as assigned.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;

- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective September 2001*

*Revised January 2006 (minimum qualifications)*

*Revised May 2006 (job title and MQs)*

*Revised October 2008 (Change FLSA status from Exempt to Non-Exempt)*

*Revised January 2021 (Change FLSA status from Non-exempt to Exempt; update essential job functions, job duties, and physical activities)*