

## TAX ACCOUNTING TECHNICIAN I

### NATURE OF WORK IN THIS CLASS

This is routine bookkeeping work involved in the maintenance and summary of income and local tax returns.

### ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Maintains subsidiary ledgers such as cash and income and local tax return accounts; prepares journal vouchers to effect adjustments to the general ledger; prepares routine fund status reports.

Assesses simple individual income and local tax returns for payment or unpaid taxes due.

Ensures accurate recording and classifying of taxpayers payments.

Refers mathematical and other discrepancies on tax returns to tax specialists or tax auditors for review and action.

Ensures accuracy of output reports and maintains all related tax documents and data.

Operates calculating machines and related office equipment.

Performs related duties as required.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of bookkeeping principles and practices.

Knowledge of standard office practices and procedures.

Ability to learn and apply the filing and processing requirements and procedures of income and local tax returns.

Ability to learn and apply the use of the various tax forms, documents and schedules to compute tax liability.

Ability to make arithmetic computations with speed and accuracy.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to learn BACIS accounting.

Ability to operate calculators and similar office equipment.

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

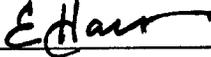
MINIMUM EXPERIENCE AND TRAINING

- A. One (1) year of experience in the processing of income and local tax returns and completion of a two (2) semester course in bookkeeping and graduation from high school; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED:                   DECEMBER 1998

PAY GRADE:                   G

HAY EVALUATION:	KNOW HOW:	CI1	115
	PROBLEM SOLVING:	B2 (19%)	22
	<u>ACCOUNTABILITY:</u>	<u>B1C</u>	<u>25</u>
	TOTAL POINTS:		162

  
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ELOY P. HARA  
Executive Director  
Civil Service Commission