

## TAX ACCOUNTING TECHNICIAN II

### NATURE OF WORK IN THIS CLASS

This is moderately complex bookkeeping work involved in the maintenance and summary of a variety 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 diversified subsidiary accounts, cash, and income and local tax return accounts; prepares journal vouchers to effect adjustments on the general ledger; posts to the general ledger; reconciles records against the general ledger.

Receives and prepares assessments on a variety of tax returns, to include individual, corporation and partnership returns for payment or unpaid taxes due.

Ensures accurate recording and classifying of taxpayer's payments.

Computes penalties and interest on a variety of tax returns.

Refers unusual reporting of data on tax documents and any mathematical discrepancies to appropriate branch within the department for further examination.

Reviews revenue agents/auditors reports and enters changes into the computer system.

Maintains and revises the standard source of documents and entry formats.

Provides input on disposition of unprocessed returns.

Operates calculators and similar office equipment.

Maintains records and prepares reports.

Performs related duties as required.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of bookkeeping principles and practices.

Knowledge of the different kinds of tax forms, documents, and schedules in order to compute tax liability.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to make arithmetic computations with speed and accuracy.

Ability to learn and apply BACIS accounting.

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

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

Skill in the operation of calculators and similar office equipment.

MINIMUM EXPERIENCE AND TRAINING

- A. Two (2) years experience in the processing of income and local tax returns and completion of a two (2) semester course in accounting 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:                    I

HAY EVALUATION:	KNOW HOW:	D11	132
	PROBLEM SOLVING:	C2 (22%)	29
	<u>ACCOUNTABILITY:</u>	<u>C1C</u>	<u>43</u>
	TOTAL POINTS:		194

  
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ELOY P. HARA  
Executive Director  
Civil Service Commission