

TAX ACCOUNTING TECHNICIAN III

NATURE OF WORK IN THIS CLASS

This is complex bookkeeping to accounting work involving the maintenance and summary of a variety of complex income and local tax returns.

Employees in this class assist the supervisor in the day-to-day operations of the branch. Work includes providing technical assistance to subordinate tax accounting technicians and the processing and assessment of complex 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 complete sets of complex income and local tax accounts; prepares journal vouchers to effect adjustments on the general ledger; posts to the general ledger; reconciles records against the general ledger.

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

Ensures accurate recording and classifying of taxpayers payments.

Computes penalties and interest on a variety of tax returns and prepares notices of adjustments and assessments.

Assists branch supervisor in providing technical guidance over the work of subordinate accounting tax technicians involved in the processing of income and local tax returns.

Evaluates operational problems within the flow of tax documents and recommends appropriate changes in procedures to improve operation.

Operates calculators and similar office equipment.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of accounting and bookkeeping principles and practices.

Knowledge of tax laws and regulations pertinent to the processing of income and local tax returns.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to make arithmetic computations.

Ability to learn and apply BACIS accounting.

Ability to interpret and apply complex federal funding requirements and guidelines.

Ability to lead the work of others.

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.

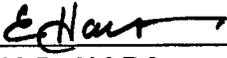
MINIMUM EXPERIENCE AND TRAINING

- A. Three (3) years of 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: J

HAY EVALUATION:	KNOW HOW:	DI1	152
	PROBLEM SOLVING:	C3 (25%)	38
	<u>ACCOUNTABILITY:</u>	<u>C1C</u>	<u>43</u>
	TOTAL POINTS:		233



ELOY P. HARA
Executive Director
Civil Service Commission