

**CLASS TITLE: TAX COORDINATOR (DLT)**

**Class Code: 02583400**

**Pay Grade: 31A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for coordinating the work of staff engaged in conducting tax audits, collecting delinquent taxes, registering employers, assigning employer experience tax rates, performing tax accounting and recovering claimant overpayments; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision with latitude to exercise independent judgement; work is subject to review to ensure conformance to policies, procedures, objectives, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and reviews the work of technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To coordinate the various units engaged in determination of employer liability and the assignment of employer identification numbers.

To plan, coordinate, direct and review programmed and special audits of employers to assure full compliance with employment and training laws.

To be responsible for the coordination and supervision of staff engaged in maintaining tax records, preparing special tax reports, monitoring accounts receivable, and processing payments and adjustments to employer accounts.

To coordinate and supervise a staff engaged in maintaining records of delinquent employers and processing delinquent tax reports.

To coordinate data required establishing employer tax rates and benefit charges.

To correspond with employers relative to experience rates.

To supervise audits and investigations of all fraudulent attempts to collect benefits.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the tax laws administered by the Department of Labor and Training; a thorough knowledge of the principles and practices of accounting; a working knowledge of the principles, practices and techniques involved in coordinating the operations of tax related programs; the ability to advise and instruct subordinates in the use of accepted methods and procedures; the ability to coordinate and supervise a staff engaged in collection, auditing, and taxpayer assistance; the ability to prepare regular and special reports; the ability to maintain effective working relationships with employers; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with a specialization in business or public administration, accounting, or finance; and

**Experience:** Such as may have been gained through: employment in a position responsible for supervising accounting and related support staff in a public or private agency, including responsibility for payment or collection or employment insurance taxes.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

Editorial Review: 3/15/03