

NOW HIRING

Tax & License Manager

Salary Range: \$93,499—\$125,289 Annual

The purpose of this position is to plan and supervise the staff and operations of the Tax and License Section; to manage the areas of sales tax audit, license services and revenue collection; and to provide complex staff assistance to the Financial Services Director or other supervisory or management staff as needed.

Duties include, but are not limited to the following:

- Develop, plan, and implement Section goals and objectives; review, recommend and administer policies and procedures; recommend proposed changes in City tax laws and regulations; ensure compliance with city ordinances and state statutes;
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Provide pro-active performance planning utilizing performance management tools
- Direct, oversee and participate in the development of the Section work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures
- Prepare the Section budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer and monitor the approved budget.
- Prepare review and edit a variety of reports including the monthly sales tax revenue statistical reports.

MINIMUM QUALIFICATIONS

Work Experience:

Requires five (5) years of auditing, and/or sales tax administration experience, preferably in a municipal government, including two years of administrative and/or supervisory responsibility.

Education:

Requires the equivalent to a bachelor's degree from an accredited college or university with major course working in accounting, finance or a degree related to the core functions of this position.

ADDITIONAL REQUIREMENTS

Applicants considered for this job classification must pass the following:

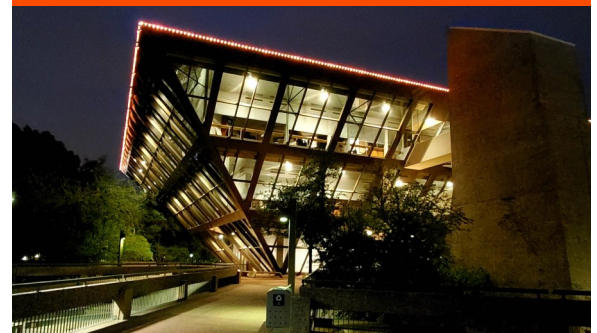
- Criminal history background investigation.

APPLY NOW!

Opening Date: 08/25/2022

Close Date: Open Until Filled

First Review of Applications: 09/15/2022



The City of Tempe offers a comprehensive benefits package including:

- Pay Increases Occur in July
- 12 Paid Holidays, 1 Personal Day, 8 hours Winter Holiday Leave
- Vacation Accrual; starts at 9.33 hours/month
- Sick Leave Accrual; 8 hours/month
- Medical, Dental and Vision Benefits
- Wellness Program Discount on health premiums

- Medical Reimbursement Program; \$53/month
- Tuition Reimbursement; \$6,000/year
- Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.17% which includes a Long-Term Disability benefit
- Supplemental Retirement Plans through Nationwide; 457, 401K, and Employer contribution
- Position is eligible for 16 hours of additional Paid Leave

APPLY NOW or for more information: visit tempe.gov/jobs