

**Business Auditor III****General Summary of Classification:**

Performs complex field audits of businesses operating in the County to determine appropriate tax bases for assessment purposes; enforces business license, personal property, and other tax regulations, initiating legal action and contributing information for legal proceedings when necessary, complex business audits and investigations require sound internal and external/public facing communication and coordination; performs related work as assigned.

**Examples of Primary Tasks, Duties and Responsibilities (TDR):**

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

This third level of an approved career development plan (CDP) performs all the job duties of a Business Auditor II, plus:

- Conducts complex audits of all sizes of businesses operating within the County to determine appropriate tax base for assessment purposes, conducts complex investigations of businesses to determine taxability and/or appropriate classification, reviews and processes exonerations and miscellaneous taxes as assigned.
- Research complex questions and concerns, analyze and evaluate data, prepare reports and supporting documents and make presentations, respond to complex technical inquiries, corrects errors in the system when appropriate.
- Processes applications for, and enforces applicable regulations of, business licenses, personal property, and other taxes as assigned.
- Assists in orienting and training new auditors and provides information on a regular basis.
- Follows all required procedures and record-keeping processes as directed, may recommend changes to processes as needed.
- May testify in court regarding audit and enforcement issues.
- Serves as team lead during renewal and leads special projects, including Economic Development Authority (EDA) research and Community Development Authority (CDA) tracking.
- Utilizes advanced technology skills in the analysis of audit data system testing.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities (KSA) Typically Required:**

- **Occupation-specific:** Advanced working knowledge of license, personal property, and other tax regulations; advanced working knowledge and familiarity with courtroom procedures and legal opinions; extensive knowledge of accounting practices and commercial activities in the area; ability to handle complex, confidential, and sensitive information.
- **Technical:** Advanced computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; ability to effectively enter and retrieve data on computerized tax systems.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills with the ability to communicate clearly and accurately, both verbally and in writing, with the County's diverse citizen populations using non-technical language to provide excellent customer service and accurately explain routine and complex information related to tax information; ability to collaborate effectively with other departments.
- **Decision-making, and Authority:** Ability to understand and follow complex instructions, policies and data, including federal regulations; make sound decisions independently, appropriately involving supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines.
- **Leadership:** Non-supervisory. Ability to work independently with minimal supervision and as part of a team. In the absence of the supervisor, may perform the duties of the supervisor.
- **Environment:** Typically works in an office setting; may work in various locations based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of citizens. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

**Minimum Education and Experience:**

**Education:** Four (4) year degree in accounting, business administration, economics, finance or other related field preferred;

**Experience:** Four (4) years of experience performing field audits, including two (2) years as a Business Auditor II.

**OR:** Any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

**Other Requirements (License, Certifications, Training, etc.):****Required of All:**

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.