

NORTHERN VIRGINIA CIGARETTE TAX BOARD

14150 NEWBROOK DR. Suite, 210
Chantilly, VA 20151

Invites applications for the position of:

Administrator

SALARY: \$ 96,748 to \$154,529

OPENING DATE: July 2021

DESCRIPTION:

The Administrator of the NVCTB supervises, plans, and coordinates staff in the administration and enforcement of the cigarette tax for member jurisdictions in the Northern Virginia area. Involves responsible technical, administrative, and supervisory tasks to ensure compliance with local cigarette tax ordinances.

The NVCTB Administrator serves at the pleasure of the Northern Virginia Cigarette Tax Board Executive Board.

ILLUSTRATIVE DUTIES:

The position is responsible for the following:

- Formulation, documentation and administration of policies and procedures.
- Supervising and reviewing all office services and functions including budget preparation, board reporting, overseeing the annual audit and other functions as may be necessary.
- Determining computer systems needs of the organization and arranging for correct deployment of resources to meet the Board's system needs.
- Hiring, firing, supervising, counseling, and evaluating Board personnel.
- Financial oversight of the Board to include the approval of payments and refunds.
- Preparing annual fiscal year budgets to include revenue and expense analysis and projections.
- Preparing and/or analyze financial statements / reports and makes recommendations resulting from the analysis.
- Preparation the Board meeting agenda.
- Liaison to member jurisdictions.
- Supervising the assessment, collection & disbursement of the cigarette tax for each participating jurisdiction.
- Reviewing work performed by others in the office for accuracy and conformity to applicable policies, regulations, and procedures; initiates corrective actions as required.
- Assisting subordinates in the performance of their duties during periods of peak times to maintain even workflow and optimum efficiency of operations.

- Serving as Trustee for the Northern Virginia Cigarette Tax Board Pension Trust.
- Oversight of cigarette tax stamp program to include inventory, purchases and sales.
- Participation in taxpayer compliance, both orally and written, involved in the applicability of pertinent tax laws and regulations.
- Oversight of field inspections and audits of retail establishments.
- Seizure of improperly stamped or non-stamped cigarettes pending an administrative hearing.
- Issuing summonses for ordinance violations.
- Attending court proceedings to testify in cases involving violations of the ordinances.
- Conducting Administrative Hearings for registered agents appealing the seizure of cigarettes.
- Coordinating with other Federal, State, and regional agencies as necessary on enforcement efforts and joint operations.
- Investigation of noncompliance and delinquent tax cases.
- Review of monthly cigarette tax reports.
- Oversight of audits of manufacturer, wholesaler, and vendor accounts.
- Review audit reports and written summaries of findings and recommendations.
- Review of transactions, documents, records, and reports for accuracy and effectiveness.
- Performs other duties as required.

TYPICAL QUALIFICATIONS:

Any combination of education, experience, and training equivalent to the following: Graduation from an accredited four-year college or university with a bachelor's degree in Finance, Business Administration, or related field; plus, six years of professional work-related experience in a management capacity.

The applicant should possess or demonstrate the following capabilities:

Specialized knowledge of laws, regulations, policies, and procedures concerning cigarette tax issues.

Considerable knowledge of accounting principles, practices, and procedures.

Considerable knowledge of the NVCTB jurisdictional ordinances.

Considerable knowledge of management principles, methods, and practices.

To supervise the work of others and train employees.

To plan work efficiently and effectively.

To operate a computer, use email and be proficient in Microsoft Office and various accounting and other software programs to generate letters, reports, etc.

To operate office equipment.

To analyze and interpret financial worksheets and computer printouts.

To calculate, compute, summate and/or tabulate data and/or information.

To communicate clearly and concisely, both orally and in writing.

To professionally enforce applicable misdemeanor ordinances as they relate to cigarette taxes.

To maintain accounting records and to prepare office reports.

To explain and interpret the application of tax laws, regulations, policies, and procedures.

To work independently and exercise a considerable degree of independent judgment.

APPLICATIONS MAY BE COMPLETED ELECTRONICALLY AND SENT TO:

NVCTB@fairfaxva.gov

APPLICATION FOR EMPLOYMENT NORTHERN VIRGINIA CIGARETTE TAX BOARD

Mail:

14150 NEWBROOK DR. Suite, 210
Chantilly, VA 20151

OR

Email:

NVCTB@fairfaxva.gov

Job Applied For:

PERSONAL DATA

Last Name:	First Name:	Middle:	Social Security #:
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Address (Street)			
(City)	(State)	(Zip)	

Telephone (Home)	(Cell)
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Email Address: _____

Are you legally eligible to work in the United States? Yes No

Note: All prospective employees must submit proof of identity and eligibility for employment in the United States prior to appointment. A Social Security card and driver's license are preferred.

Do you have a valid driver's license? Yes No
 If **Yes**, State _____ License #: _____
 Do you have a Commercial Drivers' License (CDL)? Yes No
 Do you have a CDL Instruction Permit? Yes No
 If you have a **CDL**, choose as many as apply to you:
 Vehicle Type: A B C Air-Brakes M
 Endorsements: H N P S T

Are you willing to accept the salary as stated on the job announcement? If Yes No
not, what is your desired salary? _____

How did you learn about the job for which you are applying?

Newspaper, Name: _____

NVCTB Employee/Board member, Who? _____

Job Announcement, Posted where? _____

Job other: _____

EDUCATION AND TRAINING

Highest grade you have completed?
 Last high school you attended
 Name: _____
 Location: _____
 Did you graduate? Yes No
 If **not**, have you passed a G.E.D test? Yes No

A. College or University						
School Name & Location:	From Year	To Year	Units Completed	Date Graduated	Degree	Major

EXPERIENCE HISTORY

The selection process for most positions involves an evaluation of relevant experience and education. It is important, therefore, that you provide enough details so that your qualifications can be properly evaluated. Start with your present or most recent job and work back. Include military service and volunteer experience. **Please list all information requested**, especially as it relates to the job for which you are applying.

Present or Most Recent Employer:	Dates of Employment: (From) _____ (To) _____
Address (Street) (City) _____ (State) _____ (Zip) _____	Average # of hours per week: Telephone: _____
Job Title:	Salary: _____
Supervisor's Name:	Supervisor's Title: _____
Will you leave (have you left) this job? Why?	
Describe Your Work:	
Previous Employer:	Dates of Employment: (From) _____ (To) _____
Address (Street) (City) _____ (State) _____ (Zip) _____	Average # of hours per week: Telephone: _____
Job Title:	Salary: _____
Supervisor's Name:	Supervisor's Title: _____
Why did you leave this job?	
Describe Your Work:	

EXPERIENCE HISTORY (continued)

Previous Employer:	Dates of Employment: (From) (To)
Address (Street) (City) (State) (Zip)	Average # of hours per week: Telephone:
Job Title:	Salary:
Supervisor's Name:	Supervisor's Title:

Why did you leave this job?

Describe Your Work:

Previous Employer:	Dates of Employment: (From) (To)
Address (Street) (City) (State) (Zip)	Average # of hours per week: Telephone:
Job Title:	Salary:
Supervisor's Name:	Supervisor's Title:

Why did you leave this job?

Describe Your Work:

ADDITIONAL QUESTIONS

May we conduct a background check of your qualifications, character, and record of employment? Yes No
If "No", please explain:

Have you ever been convicted of any offense against the law? Include convictions by general court martial while in the military service. Do not include juvenile offenses and minor traffic violations. ? Yes No

<u>Date</u>	<u>Place</u>	<u>Charge</u>	<u>Court</u>	<u>Fine/Sentence</u>

A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made.

If you wish, you may list up to two personal references in the spaces provided below.

<u>Name</u>	<u>Street Address</u>	<u>City, State, Zip</u>	<u>Telephone</u>

ATTENTION: YOU MUST READ THIS STATEMENT AND SIGN YOUR APPLICATION.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or for dismissing me after I have begun to work. I understand that all information contained in this application may be subject to verification

I understand that my fingerprints and police record will be checked if I am to be employed.

I understand that if I am applying for a position that will require driving a NVCTB vehicle, a driving record check for pre-employment will be conducted by the NVCTB through the Department of Motor Vehicles, and I authorize approval for this to be done.

I understand that, if I receive a job offer, I will may be required to take a NVCTB physical examination in order to establish my eligibility for disability retirement benefits and to demonstrate my ability to perform the functions of certain NVCTB job categories. I also understand that my inability to satisfy certain tests that are part of the medical examination (and that are job-related and consistent with business necessity) will not cause the NVCTB to withdraw my offer of employment if reasonable accommodations enable me to perform the essential functions of the job.

I understand that this application is not intended to be a contract of employment, and if I am employed, my employment will be as an employee at will, and that my employment may be terminated by the employee or employer at any time, with or without cause.

As your application is processed, all or part of the information which is contained herein may be disseminated to another agency, non-governmental organization, system or person who would not have regular access to the information. The purpose of this dissemination will be for the evaluation of your application. By signing this application, you are providing the NVCTB with permission to disseminate the information as deemed necessary by the NVCTB.

Signature of Applicant

Date

APPLICANT DATA CARD

*Please complete this Data Card and return it to the Personnel Department with your application. The information requested is needed in order to comply with federal government regulations. It will be used for statistical purposes only and will aid in measuring the effectiveness of the NVCTB Equal Employment Opportunity program. This information **will not** remain as a part of your application.*

1. Last Name:	First Name:	Middle:
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2. Social Security #: - -	3. Date of Birth: / /
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4. Job applied For:	5. Announcement Number -
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6. Sex: Male Female

7. Race/Ethnic Origin (Check one):

- | | |
|---|---|
| <input type="checkbox"/> White | (Not of Hispanic Origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. |
| <input type="checkbox"/> Black | (Not of Hispanic Origin): All persons having origins in any of the Black racial groups of Africa. |
| <input type="checkbox"/> Hispanic | All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. |
| <input type="checkbox"/> Asian or Pacific Islander | All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Phillipine Islands, and Samoa. |
| <input type="checkbox"/> American Indian or Alaskan Native | All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. |

Signature of Applicant

Date