

Tax Compliance Manager

Commissioner of Revenue

Hiring Range: \$68,123 - \$80,044

Deadline: 11:59 p.m. February 12, 2023

Chesterfield County Government is seeking a Tax Compliance Manager to organize and direct a team of Tax Compliance Auditors, including scheduling work assignments and training new personnel; provide direction and recommendations for tax compliance matters; engage with customers, business owners, department and county leaders; review confidential financial data; plan audit strategies, and execute audit programs required to ensure businesses are in compliance with state and local tax law; assist with hiring activities, performance evaluations, and developing organizational goals. Perform other work as required.

Successful candidate will possess a bachelor's degree in accounting, finance, business administration or related field; three years of auditing and local tax experience, and at least three years of related supervisory experience; or an equivalent combination of training and experience. Knowledge of local business tax administration including state and local code references and an understanding of legal precedent. Ability to communicate effectively, both orally and in writing including the ability to interpret and explain complex issues in plain language and write professional letters and legal inquires. Possess proficient computer skills. **Current valid driver's license and good driving record required. Based on the Virginia DMV point system, record must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Out of state driving records must be obtained by applicant and presented at time of interview. Records must reflect at least three years of history and be dated within thirty days of interview. Pre-employment drug testing, FBI criminal background check and education/degree verification required.**

A Chesterfield County application is required and must be submitted online by deadline. Visit chesterfield.gov/careers to view instructions and to complete and submit an application. (804) 748-1551.

An Equal Opportunity Employer Committed to Workforce Diversity, Equity, and Inclusion