Albemarle County Public Schools and Government
Tax Revenue Accountant (4151)

JOB POSTING

Job Details
Title Tax Revenue Accountant
Posting ID 4151
Description
Tax Revenue Accountant
Department of Finance: Revenue Administration Division

Full-Time, 12 months
Non-Exempt, Pay Grade 16,
VRS-Eligible, Benefits-Eligible

About the Finance Department Revenue Administration Division:
The Revenue Administration Division is responsible for the assessment of 11 different local tax types totaling over $74 million and the collection of over $400 million in revenue from various sources including but not limited to taxes, licenses, fees, permits, and state grants. This revenue provides financial support to a wide range of essential County services that benefit all who live, work and visit here, such as public safety, schools, libraries, and local parks. From tax assessments to collections and tax compliance, the Revenue Administration division secures the inflow of funds to keep the County operating.

Tax Revenue Accountant Job Summary:
The Albemarle County Department of Finance is actively seeking a finance professional to apply for our Tax Revenue Accountant role in the Revenue Administration Division. The successful candidate will perform complex professional accounting work in the review, maintenance and preparation of tax assessments, billing, and payments records. Plans, directs, and supervises the operational activities of the division staff. Work is performed under limited supervision and with a high degree of independence.

The Expectations
Key functions and responsibilities of the Tax Revenue Accountant include, but are not limited to, the following:

- Manages the preparation, analysis, review, and assignment of accounting transactions for all local taxes and perform quality control checks for tax assessments and exonerations entries required required for monthly, quarterly, and annual financial reports;
- Reviews, approves, and reports on the reconciliations of the daily cash received, bank deposit, tax exonerations, electronic funds transmission, and data transfers on daily, monthly, quarterly, and yearly basis as required; submits reports, as prescribes, to various federal, state, local, and other agencies;
- Assists in supervising the maintenance of the tax systems, including the creation and execution of complex macros and other processes designed to manage mass change efficiently, acting as external security officer for external agencies systems, and provides recommendations for assigned areas of responsibility;
- Provides technical support to external auditors and prepares required reports;
- Reviews current tax accounting procedures and recommends needed/continuous process improvements;
- Researches and provides financial data on request, works as a liaison to other agencies/departments to provide information and resolve tax accounting issues;
- Manages the training and provides assistance to external clients/users of the tax and other financial systems;
- Assist with reviewing financial information and approving applications for the Real Estate Tax Relief program;
- Manages all state funds; and prepares documentation for monthly, quarterly, and annual reports to State and Federal Agencies;
- Track and monitor division’s expenditures, and verify vendor invoices, appropriations, and requests payments;
- Reviews and approves all tax refunds and ensures that tax refund files are generated, reviewed, approved, and properly maintained;
- Schedules and coordinates monthly financial transaction processing and periodic financial reporting;
- Performs internal auditing as needed or requested;
- Leads, trains, and assists Accountants, providing supervision of staff as necessary;
- Performs other related tasks as required.

The Qualifications

Education and Experience

A Bachelor's Degree and a minimum of seven years of experience involving the maintenance of complex tax, accounting, financial, or statistical records required. Demonstrated technical/information system competence is preferred. Supervisory experience is desired.

Knowledge, Skills and Abilities

The successful candidate must have thorough knowledge of generally accepted accounting principles, governmental accounting standards, banking, and financial reporting.

Knowledge of local tax laws, ordinances and regulations governing local taxes and municipal financial matters, including Virginia Auditor of Public Accounts standards is required.

Ability to prepare complex financial reports and accounting records. Ability to establish and maintain effective working relationships with others; ability to effectively communicate technical concepts and ideas effectively, both orally and in writing.

Promotes cultural understanding and competency and an organizational climate of equity and inclusion.

Technical Skills: Proficient in MSOffice Suite, including Excel.

The Physical Conditions and Nature of Work Contacts

Regular contacts made with individuals from: (a) other internal organizations units; or (b) outside organizations; or (c) frequent contact with the general public for purposes of exchanging factual information which may require some judgement or interpretation in order to be responsive to questions or applicable to a specific situation. Communication is usually cooperative in nature, with infrequent conflicts resolved by higher authority. Conducts work in a sitting position; however, job requires frequent standing, walking, bending, stooping and light lifting. Requires frequent operation of a variety of office machines.

The Salary Range

The salary range for this position is $48,791-$58,549 per year. Starting offer is based on applicable education beyond minimum, experience and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA Non-exempt position. Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.

Deadline For Applications: Open until filled


Join the Albemarle County Team:

Albemarle County Local Government and Schools is the second largest employer in the Charlottesville/Albemarle area. It's our mission to enhance the well-being and quality of life for all citizens through the provision of the highest level of public service consistent with the prudent use of public funds.

We deliver this in a diverse locality, with rural, suburban and urban characteristics. The Albemarle County Core Values are the foundation for all we do.

- **Integrity**: We value our customers and co-workers by always providing honest and fair treatment.
- **Innovation**: We embrace creativity and positive change. Learn about this from the People of Albemarle. Have you heard about our partnership for an autonomous shuttle in Crozet?
- **Stewardship**: We honor our role as stewards of the public trust by managing our natural, human and financial resources respectfully and responsibly.
- **Learning**: We encourage and support lifelong learning and personal and professional growth. We support our team through internal and external training opportunity. Check out our free in-house training opportunities.

We take care of our team, offering employees BE WELL Albemarle support to provide opportunities to understand and follow an active lifestyle that promotes a culture of good health and wellness. Did someone say discounted gym membership, please?

We take care of the environment, with a department dedicated to programs supporting Pollution Prevention (P2), Energy Conservation and other environmental initiatives.
Learn more about the County as a great place to live at http://www.albemarle.org/upload/images/forms_center/departments/Albemarle/forms/2016_New_Residents%20Guide.pdf

For additional information visit: Albemarle County Human Resources at http://www.albemarle.org/hr

EOE/EEO

Shift Type Full-Time
Salary Range Per Year, depending on education, experience and internal equity
Location Finance

Applications Accepted

Start Date 12/12/2019