

Job Title	Tax Auditor CD
Salary	\$44,706.00 - \$102,243.00 Annually
Job Type	Full-time
Location	Hanover Courthouse, Hanover, Virginia
Department	Commissioner of Revenue's Office

General Description: This is a professional position. The incumbent performs routine duties associated with the auditing of businesses operating in the County for compliance to business license and personal property tax regulations.

Organization: The Tax Auditor reports to the Chief Deputy Commissioner of Revenue and oversees the daily workload of support staff. The Tax Auditor position is part of Hanover County's Career Ladder Program and has four (4) levels ranging from Tax Auditor I to Senior Tax Auditor. Senior Tax Auditors will be expected to serve as project managers and team leaders for special projects and department initiatives

Essential Functions:

- Conducts routine audits of businesses operating within the County to determine appropriate tax bases for assessment purposes.
- Conducts routine investigations of businesses to determine taxability and/or appropriate classification.
- Coordinates the administration of miscellaneous taxes, including contractor's licenses, business personal property, merchant's capital, transient occupancy and machinery/equipment.
- Processes business licenses and personal property applications.
- Enforces applicable laws, rules and regulations.
- Responds to technical inquiries posed by taxpayers, accountants, attorneys and business representatives.
- Researches statutory questions and ensures compliance.
- Performs related work as assigned.

Knowledge, Skills and Abilities: Requires comprehensive knowledge of business license and personal property tax regulations and codes; an ability to evaluate and analyze data and to prepare effective reports and presentations; ability to meet and deal effectively with accountants, attorneys, business owners and taxpayers and to enforce codes and regulations with firmness, tact and impartiality.

Education, Experience and Training: Bachelor's degree required (preferably in accounting or other business related field) with at least two (2) years of related experience preferred – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Serves at the will of the Commissioner of Revenue
- Criminal Records check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period

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