

Business Tax Assessment Supervisor

Commissioner of Revenue

Hiring Range: \$42,579 - \$50,112

Deadline: June 23, 2019

Chesterfield County's Commissioner of Revenue is seeking a Business Tax Assessment Supervisor to provide direct supervision to three Business Tax Assessment Specialists who screen, audit, and process business license applications and returns of business tangible personal property; process specialty tax returns for billing/payment; maintain records for business personal property accounts; data entry of business tax return data into computer; assist the public in person and telephonically with questions, concerns or legal obligations regarding business license assessments; correspond with taxpayers regarding business tax matters; inform taxpayers of administrative and judicial appeals that may be available to them; audit tax and financial records to identify all taxable receipts. Perform other work as required. Successful candidate will possess a high school diploma or GED; one year of supervisory experience, and three years of auditing experience; business courses, including accounting and data processing preferred; or an equivalent combination of training and experience. Knowledge of laws, ordinances, and regulations governing local business taxes; auditing practices and procedures; general accounting knowledge; ability to communicate effectively, both orally and in writing, with the general public and business representatives; typing speed of 45 words per minute preferred. **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 **careers.chesterfield.gov** to view instructions and to complete and submit an application. (804) 748-1551.

An Equal Opportunity Employer Committed to Workforce Diversity