

PRINCE WILLIAM COUNTY GOVERNMENT
invites applications for the position of: Assistant Director of Finance/Tax Admin

DEPARTMENT: FINANCE

SALARY: \$95,150.00 - \$166,822.00

OPENING DATE: 08/03/2

CLOSING DATE: 08/17/22 11:59 PM

INTRODUCTION:

Are you a motivational leader with a passion for excellence and ready to make a difference in the work place and in your community? Do you have what it takes to thrive under pressure in a complex governmental environment? Have a competitive streak, enjoy change, Ready to lead the best? If this sounds like you...

Prince William County is hiring for the position of Assistant Finance Director of Tax Administration (Functional Commissioner of Revenue/Treasurer). We are seeking an extremely talented individual willing to lead a diverse team of highly motivated, professional level staff and be an instrumental part of the day-to-day responsibilities related to the estimation, assessment, billing, collection, recordation and internal controls of Tax Revenue.

ABOUT THIS ROLE: The position reports to the Deputy Director of Finance and is a key member of the finance leadership team. The successful candidate must possess effective leadership skills, comprehensive Virginia Local Taxation knowledge/experience and a passion for excellent customer service. Previous experience as a Chief Deputy Commissioner of the Revenue or Chief Deputy Treasurer is preferred.

- Hire, coach, mentor, advise and provide guidance to the Tax Administration team.
- Oversee the administration of the County's primary revenue producing programs ensuring the timely and accurate assessment, billing and collection of business license, business tangible, personal property, food and beverage and other miscellaneous taxes as well as the timely and accurate billing and collection of Real Property as directed by the Code of Virginia.
- Direct the analysis, documentation and projection of revenue trends for major revenue sources (i.e., PP; BTP; BPOL; Food & Beverage) and analyze complex variables and technical issues (e.g., migration of vehicles through the county, gross receipts tax, business trends, collection percentages, etc.) to accurately forecast annual revenues on a quarterly basis and ensure the Director's Office and Treasury Management are apprised of any unusual trends.
- Ensure systems and processes are designed to appropriately and effectively maximize business and personal tax compliance. Make final determinations of tax liability in routine, unique and large impact cases in consultation with the CFO & CAO. Review and/or respond (in conjunction with the County Attorney) to appeals to the Tax Commissioner or Circuit Court.

- Budget monitoring / approve agency expenditures / approve payments to third-party entities (that we collect money for) / administer contracts for services (collection, payment, mailing, printing, etc.). Ensure consistency across all divisional evaluations.
- Initiate and oversee comprehensive division-wide training and development programs. Memorialize exceptional customer service as the guiding principle. Staff at all levels should feel compelled to learn all aspects of tax administration to effectively serve the public. Staff comfort level should include responding to routine FOIA requests and interacting with taxpayers that have escalated concerns. Create and maintain an appropriate process for handling most referrals from BoCS offices.
- Institutionalize process improvement and change management as the norm within the division. Identify and maintain a core group of users able to do ad-hoc queries to test system results and identify anomalies and patterns in the data.

PREFERENCES: The successful candidate will have...

- Exceptional inter-personal skills that facilitate building a solid team excited to work together County-wide to fairly, timely and accurately estimate, assess, bill collect & record tax revenues.
- Excellent state & local tax knowledge including attorney general opinions and their applicability to routine and unique tax liability situations.
- Robust tax & financial application implementation and management experience.
- Substantial customer service experience and orientation working in a large decentralized full-service governmental organization to comprehend and fully understand the diverse mission of the finance department and the citizens we serve.
- Extensive experience leading large teams.

SCHEDULE REQUIREMENTS: Monday – Friday 8:00 – 5:00 pm

SPECIAL REQUIREMENTS: The selected candidate will be required to pass a pre-employment background check, a DMV background check and possess a valid driver's license.

ENTRY SALARY RANGE: \$95,150 - \$113,068

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.pwcva.gov/department/human-resources/careers>