

Deputy Commissioner III

\$35,006 / year or higher DOQ + [Full-Time County Benefits](#).

The James County Commissioner of the Revenue seeks an individual to perform advanced work administering one or more functions in the Commissioner of the Revenue's Office such as real estate tax relief; maintaining database accuracy; processing various types of tax returns and related documents; and processing tax refunds.

Responsibilities:

- Assists in interpreting, applying, and ensuring compliance with all applicable codes, Ordinances, laws, regulations, standards, policies, and procedures; applies Ordinance changes to department operations; initiates any actions necessary to correct deviations or violations.
- Assists taxpayers in the preparation of Virginia Individual Income Tax Returns; processes refund and tax due returns, and estimated tax vouchers for state income tax; assesses tax, penalty, and interest due on state income tax returns; receives payments and transmits to Treasurer's Office for deposit; prepares reconciliation reports, month-end, and year-end summaries according to state regulations; assists Treasurer's Office with reconciliation of delinquent accounts.
- Maintains accurate computer information for tax assessment and billing purposes; imports and enters data manually; audits information for accuracy; researches and corrects inaccurate data.
- Receives and processes applications for various real estate and personal property tax exemption programs; ensures documentation complies with local and state codes; recommends approval/disapproval of application based on review of documentation.
- Maintains personal property valuations electronically; performs manual valuations when necessary; processes abatements and exonerations for current/prior year taxes as determined by office policies; assists in the administration of the Commissioner of the Revenue's programs and services; prepares, maintains, and coordinates files and reports.
- Composes correspondence and prepares reports independently or from oral instructions; prepares documents and assists with the technical analysis of data obtained from confidential records and other sources and processes them in accordance with prescribed procedures.
- Reviews PPTRA reports to identify vehicles qualifying for personal property tax relief; exonerates vehicles which were not qualified; enters appropriate vehicle codes in computer records to initiate refunds.
- Maintains military and boat records and files; prepares documentation for court cases; performs monthly entries of local excise taxes; processes and mail cigarette stamp orders to cigarette wholesalers.
- Provides accurate, timely information to citizens and internal customers through both written and oral communications.

Requirements:

- Any combination of education and experience equivalent to an Associate's degree in accounting, taxation, or business; considerable experience in the field of taxation, which shall have included experience with computerized records maintenance systems.
- Must possess reliable transportation to work site(s).
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; business English; and standard office procedures and equipment.
- Knowledge of state and local statutes regarding personal property taxation and state income taxes; federal statutes affecting taxation of personal property; and yearly taxation and assessment cycles in relation to the Commissioner of the Revenue's Office.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to maintain confidentiality of information; perform accurate basic mathematical calculations, including addition, subtraction, and calculating percentages; make sound decisions based on office policies and procedures; establish and maintain effective working relationships with County staff and public; communicate effectively, both orally and in writing; set priorities, organize work, and complete tasks quickly and accurately.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>