

CHIEF TOURIST DEVELOPMENT TAX AUDITOR

Job Code	Pay Grade
23126	E-12

Nature of Work

This is highly responsible professional, technical, supervisory, and administrative work directing the effective operation of the Tourist Development Tax Audit Department. An employee in this classification develops strategies for auditing tourist development tax collections, assigns and reviews the work of Tax Auditors, schedules mediations for compliance, measures business activity to forecast revenues, makes presentations to the Convention & Visitors Bureau, and performs selected audits. Work is performed with considerable independent judgment and initiative under the general supervision of the Deputy Tax Collector.

Minimum Qualification Requirements

- Bachelor's degree in accounting, finance, public administration, business administration or a related field and 4 years of leadership in administrative, accounting, or management experience; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Maintains records on business activity for Pinellas County's accommodation industry, such as occupancy rates and pricing, and prepares trending reports of Pinellas and comparable Florida counties.
- Forecasts expected tourist tax collections, and forwards to the Deputy Tax Collector in a timely fashion for the development of the annual department budget.
- Submits a budget for the Audit Division, forwards to the deputy for approval.
- Analyzes the results of taxpayers' returns, and compares with market data to determine a strategy for audits to compel compliance.
- Prescribes a system that safeguards taxpayers' books, ledgers, bank statements, and other income stream records that are protected by confidentiality statutes while in the custody of the Tax Collector's office.
- Examines accountants, bookkeepers, and other taxpayer designees who have knowledge of, or prepare, the taxpayer's books and records, to compel conforming returns within professionally recognized standards.
- Schedules mediation hearings when deficiency amounts, interest, and penalties owed by taxpayers are in dispute, acts as the mediator in accordance with law and negotiates settlements.
- Supervises subordinate Tax Auditors and conducts performance reviews.
- Leads the Tax Auditors in conducting major and more complex audits when the timely completion of audits is best served by group auditing; individually performs audits on selected accounts.
- Acts as an expert on the tourist development tax, and prepares reports and presentations to the Convention & Visitors Bureau as the Tax Collector's liaison.
- Serves as a representative of the Tax Collector's Office on various state task forces.
- May act for the Deputy Tax Manager in his/her absence.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the accounting and bookkeeping procedures used by the accommodations industry, including realtors and real estate management organizations.
- Knowledge of the methods used in making statistical surveys and the preparation of reports.
- Knowledge of the tax related laws, ordinances, rules, regulations, or procedures governing the collection of taxes, and related legal processes.
- Skill in calculating and sorting complex financial data into an orderly report for analysis in a timely fashion.

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Knowledge, Skills, and Abilities (continued)

- Ability to apply computer applications and software.
- Ability to plan, assign, coordinate, and supervise the work of others.
- Ability to present oral and written communications as well as recommendations clearly and concisely.
- Ability to maintain good public relations with subordinates, public agencies, and the public.

For official use only

Revised	EEOC Code	Overtime Code
12/09	Officials & Managers	Exempt