PROPERTY TAX AUDITOR

DISTINGUISHING FEATURES

The fundamental reason the Property Tax Auditor exists is to perform a variety of professional auditing duties involved in identifying, assessing, and recovering property tax revenue for the City of Scottsdale's property tax audit program. Acts as liaison between the City and County Assessor Office to ensure accurate and timely real property valuations. Monitors proposed legislation regarding issues related to property tax/privilege tax concerns and apprise City staff of impacts in the Tax Audit Department. This classification is not supervisory. Work is performed under general supervision with independence and reports to the Tax Audit Manager.

ESSENTIAL FUNCTIONS

Comprehend and make inferences from written material and verbal and/or written instructions; organize and conduct property tax audit functions with limited supervision; and interpret applicable City ordinances and State statutes

Prepare reports of statistical nature; produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Track new construction through use of building permits and follow-up with Assessor staff to ensure the new improvements are timely placed on the tax roll. Use Geographic Information System (GIS) technology to ensure escaped properties are placed on the tax roll.

Perform sales ratio studies; and perform parcel database queries to determine tax roll errors and inform Assessor staff of findings.

Perform property tax studies for, and advise City Treasurer and City Budget Director of tax roll valuations and other concerns related to property tax. Work closely with other city department staff members to ensure property tax data benefits their needs. Work closely with city Intergovernmental Relations staff concerning legislative issues.

Work closely with City GIS staff to ensure Assessor data is timely implemented into GIS functions.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Personal computers and specifically Microsoft Excel, Access, and Word applications.

The principles and practices of property tax and accounting, and private and public sector organizations and budgets.

Ability to:

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with all levels of City staff and the public.

Operate a variety of standard office equipment including a personal computer, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement to prepare audit reports, letters, memos and other similar documents.

Comprehend and make inferences from written material and verbal instructions.

Maintain regular consistent attendance and punctuality.

Education & Experience
Any combination of training, education and experience equivalent to a Bachelor's degree in Accounting, Business Administration or related field and two to five years professional auditing experience or equivalent experience.

Requires a current, valid Arizona driver's license with no major driving citations in the last 39 months.

FLSA Status: Exempt HR Ordinance Status: Unclassified