

**MACON-BIBB COUNTY GOVERNMENT
invites applications for the position of:**

Tax Auditor

SALARY:	\$25.71 Hourly \$2,056.80 Biweekly \$53,476.80 Annually
DEPARTMENT:	Tax Assessors
OPENING DATE:	05/13/22
CLOSING DATE:	Continuous

SUMMARY:

The Tax Auditor is responsible for reviewing, processing, and auditing Business Personal Property tax returns. This position will also audit homestead exemption applications and any other applications/forms during assessment administration.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews and processes State of Georgia Business Personal Property Forms (including Freeport applications); Reviews forms for accuracy, determines economic life of property, determines applicable penalties, performs computer data entry, and conducts audit verification of submitted documentation.
- Corresponds with taxpayers and their agents for additional information and dispute resolution concerning Personal Property Forms and homestead applications; investigates taxpayers' disclosure of personal property; answers questions about personal property returns and homestead for taxpayers and/or agents.
- Performs business personal property audits: conducts on-site inspections of properties, reviews federal and state income tax records, and reviews business financial statements.
- Assists the Appraisal Manager – Special Projects in developing audit program rules and procedures.
- Represents the department in court and in other legal hearings in regards to all audits, as necessary.
- Assists other appraisers in performing desk audits and reviews.
- Performs audits of homestead applications (and any other applications/forms) to review accuracy, qualifications, and eligibility
- Any other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE:

The Tax Auditor should possess a bachelor's degree with one-to-two (1-2) years of increasing responsible experience in the appraisal field; this position will be required to attain the Appraiser IV designation as certified by the Georgia Department of Revenue

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid Georgia Motor Vehicle Operator's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None

TRAVEL:

The Tax Auditor is required to travel on occasion.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Tax Auditor must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of mass appraisal techniques.
- Ability to deal effectively with the general public and with other governmental agencies.
- Ability to interpret applicable federal and state laws and regulations
- Knowledge of local government organization and administration.
- Ability to resolve problems in a timely, efficient and effective manner.
- Knowledge of and proficiency with the use of computers, including software programs (Word, Excel).
- Knowledge of methods and techniques of research, statistical analysis and report preparation.
- Ability to plan, coordinate and organize work; set priorities and meet critical deadlines.
- Ability to communicate effectively both orally and in writing.

If you have any problems submitting your application, please contact the NeoGov Applicant Support Hotline Toll Free at 855-524-5627, 9:00 a.m. to 8:00 p.m. (ET)

653 2nd St.
Macon, GA 31201
478-621-6701

Position #202200097
TAX AUDITOR
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