

## Tax Analyst

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**Salary** \$15.13 - \$23.45 Hourly

**Location** Various locations throughout Volusia County, FL

**Job Type** Full-Time

**Department** Business Services

**Job Number** 21-00704

**Closing** 8/17/2021 11:59 PM Eastern

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**DEPARTMENT:** Tax Payer Services

### GENERAL DESCRIPTION:

Employee performs work of considerable complexity in assisting with software application support as well as the coordinating and processing of tax collection and billing processes for Real Estate, Tangible Personal Property and Centrally Assessed taxes. Work is performed under the general administrative direction of the Taxpayer Services Administrator.

### ESSENTIAL JOB FUNCTIONS:

The following duties are illustrative and not all inclusive. Omission of specific duties does not exclude them from the position if the work is similar, related or should be logically assigned to the position.

- Knowledge, understanding and ability to apply appropriate policies and procedures defined by Florida Statutes, Department of Revenue, and local ordinances as they relate to transactions processed by the Tax Collector's office
- May assist with coordinating efforts associated with the conversion, preparation, and balancing of the annual tax roll data for billing and collection
- Assist with resolving data or conversion issues between the software systems utilized by the Tax Collector and Property Appraiser
- Works closely with staff and taxpayers who have complex problems relating to the collection process
- Assist in preparing special and periodical reports, including reports for various local, county and state governmental agencies as well as for public records requests
- Coordinates and processes Certificates of Correction, Value Adjust Board Petitions, Errors and Insolvencies and Division of Properties
- Process payments for tax certificate purchases, transfers and redemptions. Will process payments for tax deed redemptions as needed
- May assist with Tax Certificate sales to include set up and balancing
- May assist with the issuance of Tangible Personal Property Tax Warrants
- Participates in various user groups and webinars sponsored by Tax Collectors and vendors as assigned, to keep abreast of any statutory or application changes

## **MINIMUM QUALIFICATIONS:**

### **Knowledge, Abilities and Skills:**

- Knowledge of the Tax Collector's duties and responsibilities as set forth in the Florida Constitution and Florida Statutes especially as it relates to the collection of property taxes and tourist development taxes.
- Knowledge of the Tax Collector's Office policies, procedures and practices
- Strong computer skills with the ability to effectively use current software applications and learn new software applications as directed
- Ability to act with good judgement and flexibility to analyze and solve problems
- Ability to prioritize and organize while managing several projects simultaneously
- Ability to establish effective working relationships with internal and external stakeholders
- Strong ethical commitment to maintaining confidentiality of protected information and acting as a public sector fiduciary
- Detail oriented with the ability to identify trends and discrepancies in data
- Strong math skills and cognitive abilities

### **Education and Experience:**

- High school graduation or possession of an acceptable equivalency diploma

### **Licenses, Certifications or Registrations:**

- Must possess Florida Certified Assistant Certification, or attain certification within two (2) years of assuming the position

### **Essential Physical Skills:**

- Ability to see and hear with or without correction
- Ability to communicate both orally and in writing in the English language
- Must be able to maneuver and work independently in an office environment: standing; walking, with light pulling/carrying (up to 15 lbs.) and sitting for extended periods of time
- Must be able to use hands and arms in order to manipulate objects, tools, books, standard office equipment