



**Date:** 12/30/2020

**Position:** Tax Analyst

**Salary:** \$43,000.00 w/5% increase after 6-month probation

**Hours:** 8:30am-5pm

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The purpose of the class is to perform technical, administrative, debt setoff collections, tax records and reports and executing the accounting functions of the Town's Finance department. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision of the Finance Director.

**Essential Functions:**

Maintain all payroll GL accounts, to include expense and subsidiary accounts reconciliation  
Review monthly and quarterly reports to ensure proper agencies have received required remittances and reporting  
Maintain fringe benefit GL accounts  
Maintain disbursement records  
Reconcile all bank and investment accounts monthly  
Compile and submit reporting for OPEB, LEO, and Retirement Pension Plans  
Compile annual financial reports to include but not limited to LGC 203 and COLL 91  
Coordinate and prepare accounting, and related financial statements and reports  
Prepare and provide payroll related schedules and reports for the annual audit  
Assist in procedures for annual fiscal and calendar year end close  
Conduct independent research and analysis  
Managing fiscal processes, projects or programs.  
Gathering data, analyzing findings and applying logic and reason.  
Interpreting, monitoring and reporting financial information and statistics.  
Monitoring project schedules, status and compliance.  
Organizing and maintaining fiscal program/process documentation, schedules, records and files.  
Coordinating deadlines and prioritizing competing demands.  
Holds the office of tax collector according to North Carolina General Statutes, bills and collects current and delinquent taxes  
Balances and reconciles property tax receipts to the general ledger monthly  
Thorough knowledge of the state property tax law

**Knowledge of:**

Principles and practices of program administration and management.  
Principles and applications of critical thinking and analysis.  
Principles and methods of qualitative and quantitative research.  
Best practices, trends and emerging technologies.  
Project management principles.  
Modern budget practices.  
Applicable federal, state and local laws, codes, regulations (based on assignment).  
Customer service principles.

### **DATA INVOLVEMENT:**

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope.

### **PEOPLE INVOLVEMENT:**

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

### **INVOLVEMENT WITH THINGS:**

Requires handling or using machines requiring moderate instruction and experience such as computers, and software programs such as word processing, spreadsheets or custom applications.

### **REASONING REQUIREMENTS:**

Requires performing work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.

### **MATHEMATICAL REQUIREMENTS:**

Requires using algebra working with such factors as exponents, logarithms, linear and quadratic equations; concepts of analytic geometry, differentiation and integration of algebraic functions; statistics, applying such functions as frequency distribution, reliability, validity and correlation techniques; finance and economics using financial and econometric models.

### **LANGUAGE REQUIREMENTS:**

Requires reading journals, manuals, and professional publications; speaking informally to groups of co-workers, staff in other organizational agencies, the general public, and people in other organizations; presenting training; composing original reports, training and other written materials, using proper language, punctuation, grammar, and style.

### **MENTAL REQUIREMENTS:**

Requires doing professional-level work requiring the application of principles and practices in a wide range of administrative, technical or managerial methods in the solution of administrative or technical problems; or the coordination of entry-level managerial work; requires general understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Associate's degree in accounting/finance. **Preferred** Bachelor's degree in accounting, finance, business or public administration and two years of professional finance, budget analysis or accounting experience. Some assignments may require experience with Generally Accepted Accounting Principles (GAAP) and/or public sector accounting and budgeting

### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid North Carolina driver's license.

## **EXPERIENCE REQUIREMENTS:**

Associate's degree in accounting/finance. **Preferred** Bachelor's degree in accounting, finance, business or public administration and two years of professional finance, budget analysis or accounting experience. Some assignments may require experience with Generally Accepted Accounting Principles (GAAP) and/or public sector accounting and budgeting

***Must be able to be a certified North Carolina Tax Collector within three years***

## **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

### **PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations. Must be able to perform basic life functions of fingering, grasping and repetitive motions.

### **ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

### **SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

### **JUDGMENTS AND DECISIONS:**

Responsible for actions of others, requiring almost constant decisions affecting co-workers, customers or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

## **ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Interested applicants may submit an application to:**

**Town of Waynesville,  
Brittany Angel, HR Specialist  
Human Resources Department  
16 South Main Street  
Waynesville, NC 28786**

**Or via email to [bangel@waynesvillenc.gov](mailto:bangel@waynesvillenc.gov)**

**Applications will be accepted until February 5, 2021**