

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: OTC0533139

Date Posted: 06/06/11

POSITION NO: 200771

Closing Date: OUF

CLASS CODE: 1657

POSITION TITLE: Tax Auditor

DEPARTMENT NAME: Office of the Navajo Tax Commission

DEPARTMENT NO: 53 WORKSITE LOCATION: Karigan Office Complex, St Michael, Az.

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8am - 5pm

Temporary:

Duration: \_\_\_\_\_ \$ \$41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Responsible for auditing taxes to include Hotel tax, Fuel tax, Oil & Gas Severance, Business Activity tax, construction activity, and Sale tax; audit appropriate tax returns at the taxpayers place of business; determines correct tax liability; confers with agent of the taxpayer; perform audit selection and pre-audit research; advises taxpayers of audit findings and appeal rights; drafts workpapers and finalizes audit report to be reviewed by the supervisor; reviews tax returns and related documents for clerical accuracy, compliance with Navajo Nation Tax Code and Regulations; may be assigned as lead workers during the performance of audits involving team work with other tax auditors; is expected to use standard research and reference methods to resolve the majority of problems encountered.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Bachelor's degree in Accounting or Business Administration; and closely related field. ***(to receive full credit for education, trainign and experience, applicant must submit copies of transcripts, degrees, diplomas, certficiates, etc.)***

**Experience:**

Two (2) years experience in tax auditing and cost accounting work, involving financial and accounting systems, budget and fiscal year analysis and information systems; or equivalent combination of training and experience which provides the capability to perform the described duties. To receive full credit for education/training applicant must submit transcripts, certficiates, diploma, etc.

**Special Knowledge, Skills and Abilities:**

Considerable knowledge of general auditing techniques and methods; considerable knowledge of the principles, practises and methods of accounting; considerable knowledge of basic auditing methods and techniques.

Ability to interpret and apply Navajo tax laws, regulations, and departments policies and procedures as they apply to the field;; ability to prepare clear and concise audit findings and workpapers to suport findings. Ability to properly evaluate information provided by taxpayers. Ability to establish and maintain effective team working relationships with others.

**License/Certification Requirements:**

***Must possess a Valid State Drivers License within 90 days obtain a Navajo Nation Tribal Permit***

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 01-16-02**