

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

REQUISITION NO:	NTC05314165	DATE POSTED:	08/08/17
POSITION NO:	200839	CLOSING DATE:	OUF
POSITION TITLE:	Tax Compliance Officer		
DEPARTMENT NAME / WORKSITE:	NTC/Office of the Navajo Tax Commission/Karigan Office Complex, St. Michaels, AZ		
WORK DAYS:	Mon thru Fri	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8am-5pm	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	
		DURATION :	
		GRADE/STEP:	AB63A
		\$	37,065.60 PER ANNUM
		\$	17.82 PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Applies operational procedures and guidelines in administering compliance of the Navajo Nation tax statutes and regulations; conducts research to determine enforcement of the Navajo Nation tax statutes & regulations; obtains information from tribal, state and federal agencies, and ONTC auditors and accountants; contacts taxpayers in an effort to promote voluntary compliance, notification of non-compliance and of taxes due; verifies taxpayers returns; contacts accountants, attorneys and other taxpayer representatives to negotiate an agreement for non-compliance; conducts interviews and corresponds with taxpayers on delinquent or current tax accounts; assists delinquent taxpayers in complying voluntarily with tax laws; maintains daily work logs and other related documents; travel as required and occasionally works unusual hours; and performs other duties as assigned.

**Minimum Qualifications:**

- A Bachelor’s degree in Accounting, Business Administration, or closely related field; and one (1) year of responsible experience in a private, public or tribal taxation program or in an accounting or auditing program or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Skilled in Personal Computer hardware and software like Microsoft Office (Word, Excel & Access); skilled in 10-key Calculator; skilled in communicating effectively written and oral. Must possess excellent public relations skills.

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