

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>NTC05322130</u>	DATE POSTED: <u>11/08/21</u>	
POSITION NO: <u>268721</u>	CLOSING DATE: <u>OUF</u>	
POSITION TITLE: <u>Tax Compliance Officer (2 Positions)</u>		
DEPARTMENT NAME / WORKSITE: <u>NTC/Office of the Navajo Tax Commission/Karigan Office Complex, St. Michaels, Arizona</u>		
WORK DAYS: <u>Mon thru Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ63</u>
WORK HOURS: <u>8:00am-5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>41,488.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>19.87</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

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.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- 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.

Special Requirements:

- Possess a valid state driver's license and Navajo Nation Driver's permit.

<<A favorable background investigation>>

(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.