

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>NTC05322138</u>	DATE POSTED: <u>11/08/21</u>	
POSITION NO: <u>233944</u>	CLOSING DATE: <u>Open Until Filled</u>	
POSITION TITLE: <u>Senior Tax Compliance Officer</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>BQ65A</u>
WORK HOURS: <u>8:00am-5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>49,318.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>23.62</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Manage the Compliance Department, and provide supervision and support to Tax Compliance Officers. Provide guidance and direction to department activities and direct services as the lead tax compliance officer by applying established operational procedures and guidelines in administering compliance of the Navajo Nation tax statutes and regulations. Establish and implement tax compliance policies and procedures, as needed. Conduct research to determine enforcement of the Navajo Nation tax statutes and regulations; obtain additional tax related information from tribal, state and federal agencies, ONTC auditors, and accountants. Contact taxpayers in an effort to promote voluntary compliance, conduct interviews and correspond with taxpayer's accountants, attorneys and other representatives on delinquent accounts to negotiate an agreement for voluntary compliance. Verify taxpayers' returns and payments for timeliness and clerical accuracy, maintain daily work logs and other work related documents and files; travel as required and occasionally work unusual hours; and perform other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Business Administration, or closely related field; and three (3) years of progressive experience in a private, public or tribal taxation program or in an accounting or auditing program, one (1) year of which must have been in a lead or supervisory capacity.

Special Requirements:

- A favorable background investigation.
- 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:

Ability to interpret, enforce and administer Navajo Nation tax regulations and statutes. Knowledge of current principles and practices of program operations, strategic planning, supervision, personnel management, accounting and purchasing activities; and guidelines governing aspects of tribal operations relative to tax auditing, governmental taxation, business and industries subject to Navajo Nation taxation laws, regulations, and statutes. Communicate effectively both written and orally. Skill in utilizing computer databases to research, maintain, and update records and files. Must possess excellent public relations, customer service principles, practices and techniques. Ability to analyze, appraise and organize facts in a clear and logical form. Skill in operating computer software such as Microsoft Office (Access, Excel, PowerPoint, Word, etc.) and operating other office equipment.

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