

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

REQUISITION NO: NTC05311928

DATE POSTED: 05/16/16

POSITION NO: 208213

CLOSING DATE: OUF

POSITION TITLE: Tax Auditor

DEPARTMENT NAME / WORKSITE: NTC/Office of the Navajo Tax Commission / Karigan Office Complex, St. Michael, Az.

WORK DAYS: Mon thru Fri REGULAR FULL TIME:  GRADE/STEP: AB65

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 44,054.40 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 21.18 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Responsible for auditing taxes to include Sale Tax, Fuel Excise Tax, Oil & Gas Severance, Business Activity Tax, Tobacco Tax, and Hotel Occupancy Tax; audit appropriate tax returns at the taxpayers place of business: determines correct tax liability; confers with agent of the taxpayer; performs 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, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Accounting or Business Administration; and one (1) year experience in tax auditing and cost accounting work, involving financial and accounting systems, budget and fiscal policy analysis and information systems.

**Preferred Qualifications:**

- A Bachelor's degree in Accounting.
- Four (4) years of tax auditing 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:**

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 support findings. Ability to properly evaluate information provided by taxpayers. Ability to establish and maintain effective team working relationships with others.

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