

TAX COMPLIANCE OFFICER

DEFINITION: Under general supervision, performs professional level compliance and enforcement of Navajo Nation tax laws; reviews financial records of numerous business entities holding Navajo Nation business leases; verifies compliance with tax agreements; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Performs work in support of compliance and enforcement of Navajo Nation tax statutes and regulations; conducts comprehensive and extensive research to determine existence of non-compliance with the Nations tax codes and regulations; obtains information by conferring with tribal, state and federal agencies, auditors and accountants of the Navajo Tax Commission.

Contacts taxpayers through correspondence, telephone calls and/or onsite visits in an effort to promote voluntary compliance; provides notification of noncompliance and taxes due; verifies accuracy in taxpayer accounts; informs taxpayer of legal requirements, rules, regulations, procedures, and related tribal tax code compliances; conducts investigations of complex tax violation/compliance situations; reviews records for delinquencies or discrepancies and interviews business representatives to determine their understanding of liability and arranges payment schedules.

Attends tax hearings and gives testimony regarding work performed and the basis of the assessment; compiles spreadsheets, investigative notes and analysis which meet established standard policy requirements and procedures; observes, compares and reviews financial records of businesses to determine compliance with Navajo Nation tax code and regulations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to tax auditing and accounting.

Knowledge of the principles and practices of governmental taxation, business and industries subject to Navajo Nation taxation laws and regulations and statutes.

Knowledge of public relations/customer service principles, practices and techniques.

Skill in preparing and maintaining accurate records, reports and files.

Skill in understanding and following oral and written directions.

Skill in utilizing computer databases to research, maintain and update records and files.

Skill in establishing cooperative work relationships with those contacted in the course of work.

Ability to analyze, appraise and organize facts in a clear and logical form.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

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.

THE NAVAJO NATION

Class Code: 1671
Financial Management and Control Series
Tax Compliance Group
Overtime Code: Exempt
Pay Grade: 63

TAX COMPLIANCE OFFICER

PREFERRED QUALIFICATIONS:

- Two (2) years of progressively responsible auditing or accounting experience in a private, public or tribal taxation program.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.