

### REVENUE DATA SPECIALIST

**DEFINITION:** Under general supervision, performs work of moderate difficulty in gathering and compiling revenue tax data to meet requirements or reports in accordance with established policies, procedures and agreements; records and maintains fuel excise tax, oil and gas severance tax, tobacco products tax, business activity tax and hotel occupancy tax data within the Navajo Tax Commission Office; 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:**

Examines, identifies, records and maintains all incoming tax revenue with proper FMIS Business Unit Account codes in accordance with Generally Accepted Principles and Navajo Nation Fiscal Policies and Procedures; verifies and enters batch numbers against receipt issued by the Cashier's office for all revenue deposits; records and maintains the fuel excise tax database by entering critical fuel data; ensures compliance with Intergovernmental Agreement with the State of Arizona for monthly and quarterly data uploads; records and maintains revenue reporting details for oil and gas severance tax by entering data, such as operator, owner, purchasers or take-in-kind on all lease activities.

Captures sales tax activity by recording detailed gross receipts by taxable activity and funding amounts associated with all construction projects; records and maintains the tobacco products tax by entering details from appropriate forms such as delivery data of smoking and smokeless tobacco products and by retail site locations; works with the State of Arizona to ensure filing and collection of all tobacco deliveries; records and maintains the business activity tax filing details by recognizing the standard deductions and Navajo goods and services that impact the overall tax payment; records and maintains the hotel occupancy tax filings for compliance and audit purposes.

Generates and transmits required tax payer or revenue reports for accounting, compliance, audit, valuation purposes or legal reasons; works with all sections of the tax commission office to ensure proper recording of taxpayer data to produce quality reports; ensures confidentiality; uses discretionary judgment when requested to disclose confidential information; prepares required documents.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of laws, rules, regulations and requirements relating to tax revenue data.

Knowledge of departmental policies and procedures.

Knowledge of computer software, word processing, databases and spreadsheet applications.

Skill in preparing a variety of records, reports and correspondence using appropriate formats.

Skill in working with computers and applicable software applications.

Skill in the operation of modern office equipment (e.g. word processors, photocopiers, personal computers).

Skill in applying judgment in the release of confidential information.

Skill in maintaining filing and records systems.

Skill in establishing and maintaining effective working relationships

Ability to interpret and analyze informational needs.

Ability to create, compose and edit written materials.

Ability to analyze and resolve problems.

Ability to communicate effectively both verbally and in writing.

THE NAVAJO NATION

Class Code: 1672  
Financial Management and Control Series  
Tax Compliance Group  
Overtime Code: Non-Exempt  
Pay Grade: 62

### REVENUE DATA SPECIALIST

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed in an office environment and requires minimum physical effort with intermittent sitting, standing and walking.

**MINIMUM QUALIFICATIONS:** An Associate's degree in Accounting, Business Administration or related field; and two (2) years of bookkeeping, accounting, auditing and/or tax related work experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**SPECIAL REQUIREMENTS:** Must possess a valid state driver's license; within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit.

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.