



**TEXAS COMPTROLLER OF PUBLIC ACCOUNTS  
invites applications for the position of:**

## **Tax Analyst**

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<b>JOB POSTING #:</b>	2E09.17
<b>STATE CLASSIFICATION #:</b>	1065-1066
<b>STATE CLASSIFICATION TITLE:</b>	Tax Analyst I-II
<b>SALARY GROUP:</b>	B23-B24
<b>VACANCIES:</b>	2
<b>CLOSING DATE/TIME:</b>	Continuous
<b>SALARY:</b>	\$4,598.66 - \$6,517.00 Monthly \$55,183.92 - \$78,204.00 Annually
<b>LOCATION:</b>	Austin, TX (SFA), Texas
<b>DEPARTMENT:</b>	Tax Policy

### **GENERAL DESCRIPTION:**

**Tax Analyst I:**  
\$4,598.66 - \$6,198.00

**Tax Analyst II:**  
\$4,917.00 - \$6,517.00

#### **Tax Analyst I:**

Performs routine (journey-level) consultative services and technical assistance work for the division. Interprets tax statutes, rules, and policies. Conducts research, evaluates research findings, and drafts responses to basic audit inquiries in assigned tax. Drafts basic administrative rules. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

#### **Tax Analyst II:**

Performs complex (journey-level) consultative services and technical assistance work for the division. Interprets tax statutes, rules, and policies. Conducts research, evaluates research findings, and drafts responses to private letter ruling requests where guidance exists and audit inquiries. Drafts intermediate administrative rules in assigned tax. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

#### **Tax Analyst I:**

- Drafts basic rules and rule amendments to reflect changes in legislation, hearings decisions, court cases, or agency policy in assigned tax.
- Interprets tax statutes, rules, and policies regarding state tax for taxpayers, tax professionals, state officials, and agency personnel.
- Provides assistance to internal and external customers.

- Interprets requests for information; conducts research; consults with other section or agency personnel in order to draft written responses to basic taxability questions from Audit division personnel.
- Completes special projects and performs other related duties as assigned.

**Tax Analyst II:**

- Drafts intermediate administrative rules and rule amendments to reflect changes in legislation, hearings decisions, court cases, or agency policy in assigned tax.
- Interprets tax statutes, rules, and policies regarding state tax for taxpayers, tax professionals, state officials, and agency personnel.
- Provides assistance to internal and external customers. Interprets requests for information; conducts research; consults with other section or agency personnel; drafts written responses to private letter ruling requests where existing guidance exists and audit inquiries in assigned tax. Responds to phone calls.
- Completes special projects and performs other related duties as assigned.

**MINIMUM QUALIFICATIONS REQUIREMENTS:**

**Tax Analyst I:**

**Education:**

- Graduation from an accredited college or university with a bachelor's degree.
- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions requiring a college degree, and/or specific educational credits.

**Preferred Education:**

Graduation from an accredited college or university with a bachelor's degree in accounting, business, or public administration.

**Experience:**

One (1) year of experience researching, analyzing, interpreting, and communicating complex federal or state and local tax statutes.

**Preferred Experience:**

- One (1) year of work experience researching, analyzing, interpreting, and communicating complex Texas tax statutes.
- Experience responding to written requests for taxability information.
- Experience writing reports, correspondence and materials for public dissemination.
- Experience drafting administrative rules.

**Tax Analyst II:**

**Education:**

- Graduation from an accredited college or university with a bachelor's degree.
- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions requiring a college degree, and/or specific

educational credits.

**Preferred Education:**

Graduation from an accredited college or university with a bachelor's degree in accounting, business, or public administration.

**Experience:**

Two (2) years of work experience analyzing, interpreting, and communicating complex federal or state and local tax statutes

**Preferred Experience:**

- One year of experience analyzing complex Texas tax statutes.
- Experience responding to written requests for taxability information.
- Experience writing reports, correspondence and materials for public dissemination.
- Experience drafting administrative rule

**Substitution of Education/Certification for Experience:**

Certified Public Accountant (CPA) certification or a J.D. Degree may substitute for up to two (2) years of experience researching, analyzing, interpreting, and communicating complex federal or state and local tax statutes.

**Note:**

- Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in 27, 30, 31, 32, 3451, 36, 310, 6FOX1, 65 , 250, 440, 04, 92J0 or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position. Please call Human Resources, CPA Veterans Liaison at 512-475-3560/800-531-5441 for more information or assistance.
- Additional military crosswalk information can be found at: <http://www.hr.sao.state.tx.us/compensation/jobdescription.aspx>.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- office practices and administrative procedures
- principles and processes for providing customer service

**Skill in:**

- using effective written and verbal communication to convey complex information in a clear, concise and logical manner (Communication)
- identifying and resolving problems by using strong analytical techniques, innovative approaches and taking initiative in preventing and solving problems (Problem Solving)
- critical thinking and reading comprehension (Communication and Problem Solving)
- making presentations, facilitating meetings
- using a personal computer in a Windows environment including the use of MS Word and Excel

- working with both internal and external customers in a government environment

**Ability to:**

- analyze and interpret rules, regulations, policies, and procedures
- quickly and effectively research and explain complex issues
- learn new concepts and apply knowledge appropriately (i.e., limited sales tax, boat tax and motor vehicle sales tax)
- establish and maintain working relationships with co-workers, agency staff and management to achieve common goals (Teamwork)
- plan, organize, and prioritize multiple assignments to effectively manage a fast paced and changing work environment without compromising accuracy (Adaptability)
- consistently meet internal and external customer needs and expectations in a professional manner (Customer Service)
- act in the best interest of the agency, maintain confidentiality and continually strive to improve self and job performance (Professional Conduct and Development)
- maintain confidentiality and protect the privacy of state employees, taxpayers and other members of the public (Privacy and Information Security)

**Work Hours:**

8 a.m. to 5 p.m., 40 hour work week, Monday through Friday. May occasionally work evenings, weekends or holiday. Hours may change based on business needs.

**Travel:**

5%

**Physical Requirement:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the incumbent to primarily perform sedentary office work; however, mobility (standing and walking) is routinely required to carry out some duties. It requires extensive computer, telephone and client/customer contact. It requires the ability to bend, stoop, kneel, and reach as needed for filing and similar routine office duties. The job also requires normal cognitive abilities requiring the ability to learn, recall, and apply certain practices and policies. It requires the stamina to maintain attention to detail despite interruptions. Marginal or corrected visual and auditory requirements are needed for reading printed materials and computer screens and communicating with internal and external customers. This position may involve moving up to 25 pounds of office equipment/material on a limited basis. The position may require air and/or ground travel to other locations.

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**NOTES:**

- Applicants may be asked to participate in a skills demonstration and/or presentation.
- Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.
- CPA employees in the same job classification, if selected, will be laterally transferred with no increase in salary. (An example might be an Accounts Examiner III in Revenue Administration who moves to an Accounts Examiner III in the Enforcement division.)
- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions requiring a college degree, and/or specific educational credits.

**VETERANS:**

We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

**IMPORTANT NOTE TO ALL APPLICANTS:**

Unless otherwise indicated on specific postings, regular attendance is an essential job requirement of all positions. Your application for employment with the Comptroller of Public Accounts may subject you to a criminal background check. All positions requiring a degree and/or licensing require proof of degree and/or license at time of interview. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

Thank you for considering employment at the Comptroller of Public Accounts! The Comptroller's office is an equal employment opportunity employer.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.comptroller.texas.gov/about/careers/>

Position #2E09.17  
TAX ANALYST  
DH

111 East 17th Street  
Austin, TX 78774  
512-475-3560  
800-531-5441, #53560

[human.resources@cpa.texas.gov](mailto:human.resources@cpa.texas.gov)

### **Tax Analyst Supplemental Questionnaire**

- \* 1. Your responses to the questions below must also be stated in the appropriate sections of your state application. For example, if the position requires experience using MS Word and/or MS Excel, that experience must be indicated in the Duties and Responsibilities section. Please certify that all the information concerning your application is true and complete, and that you understand that any misstatement, falsification or omission may be grounds for refusal to hire or if hired, termination. Click "Yes" that you have read and understand this statement.

Yes

- \* 2. Which of the following best describes your level of education?

- High School or GED
- 30 hours college
- 60 hours college
- 90 hours college
- 120 hours college
- Associate's Degree
- Bachelor's Degree
- Master's Degree

JD or PhD

\* 3. Which of the following preferred degrees do you currently hold? (Check all that applies)

Accounting

Business

Public Administration

Related Degree

None of the above

\* 4. How many years of experience do you have researching, analyzing, interpreting, and communicating complex federal or state and local tax statutes?

Two or more years of experience

One year of experience but less than two years of experience

Less than one year of experience

No experience

\* 5. How many years of experience do you have researching, analyzing, interpreting and communicating complex Texas tax statutes?

One year or more of experience

Less than one year

No experience

\* 6. How many years of experience do you have responding to written requests for taxability information?

One year or more of experience

Less than one year of experience

No experience

\* 7. How many years of experience do you have writing reports, correspondence and materials for public dissemination?

One year or more of experience

Less than one year of experience

No experience

\* 8. How many years of experience do you have drafting administrative rules?

One year or more of experience

Less than one year of experience

No experience

\* Required Question