

Arizona Department of Revenue
Location: Audit/Audit Administration/Phoenix
Assistant Director for Audit Division
Salary Range: \$79,340 - \$107,000

This position is NOT covered under the Arizona State Service Merit System. Salary is dependent upon education and experience.

The Department of Revenue's mission is to administer tax laws fairly and efficiently for the people of Arizona.

The Arizona Department of Revenue is seeking resumes for applicants interested in and qualified for the position of Assistant Director, Audit Division. The Assistant Director for the Audit Division reports directly to the Chief Deputy Director of the Department.

The Department provides an excellent benefits package including 12 days sick leave, 21 days vacation, 10 holidays per year, health & dental insurance, retirement plan, life & long-term disability. Optional employee benefits for short-term disability, deferred compensation & supplemental life insurance are available.

EXAMPLE OF DUTIES:

This key position will direct the day-to-day activities of a critical division of the Department, overseeing nearly 200 professional staff performing thousands of audits annually. Last year, the Audit Division collected more than \$143 million in taxes due to the State of Arizona. The Audit Division is comprised of various Sections including Individual Income Tax Audit, Corporate Income Tax Audit, Transaction Privilege Tax Audit and Special Taxes Audit. Working closely with the leadership of the Department, the Assistant Director will establish and implement audit policy, provide recommendations for appeals, settlements and terminations of cases, settle tax disputes and locate/identify foreign companies that do not file tax returns in Arizona in order to secure retroactive and prospective compliance. The Assistant Director will represent the Department on substantive audit matters with the Internal Revenue Service and prepare/direct effective litigation before the Department's Hearing Office in conjunction with Department legal counsel. The selected applicant will become a key leader in a high-profile state government position, have a presence on various national tax and audit committees and task forces, periodically be called upon to testify before the Arizona State Legislature on various audit and tax issues and represent the Department before the media and/or other professional organizations within the business community.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal tax laws as embodied in the Internal Revenue Service Code. Arizona tax laws as set forth in Title 42 and 43 of the Arizona Revised Statutes. The Constitution of the State of Arizona and the United States. Court decisions involving taxes. State personnel rules and procedures. Dispute resolution techniques. Management skills in achieving objectives while motivating and empowering employees to operate independently. Ability to communicate with division staff, business officials, tax parishioners and other government officials; to analyze tax laws and apply that analysis to a wide variety of factual situations; to operate a large complex division within budget.

PREFERRED QUALIFICATION:

The successful applicant will be a proven dynamic, innovative leader with abilities to direct this large division in an effort to achieve the goals of the Department of Revenue and the State of Arizona, while motivating, coaching and rewarding our most important assets – employees of the Department. Minimum qualifications include a bachelor's degree (graduate degree or professional certification preferred), ten (10) years of progressively responsible experience in management with significant experience working in the area of federal, state and/or local taxation.

HOW TO APPLY:

Interested applicants should submit an application and resume through the AZ State Jobs website at www.azstatejobs.gov. Log onto www.azstatejobs.gov/internal, once you are on the website, you will either create an account if you are a first time user or click on login and search for jobs, type in **DOR** in the Keywords field OR fax your resume to 602.542.4236 OR e-mail your resume to hrrsumes@azdor.gov. For fax and e-mail reference "Audit Asst. Dir."

A more descriptive job description can also be found at this site.

All newly hired employees are subject to the E-Verify Employment Eligibility Verification Program.

A person with a disability may request a reasonable accommodation or an alternative format by contacting the Human Resources Office at (602) 716-6950, TDD # (602) 542-4021 or 1-800-397-0256. Requests should be made as early as possible to allow time to arrange the accommodation.

AA/EOE