

## **Tax Compliance Analyst**

Summary: Under general supervision, the Tax Compliance Analyst is responsible for reviewing local tax returns and other required documentation for filing accuracy, compliance and correct payment of taxes including net profit, payroll withholdings, insurance premium and transient room.

### Essential Functions:

- Acquire, utilize and retain knowledge of local ordinances and regulations as they relate to occupational license fees on net profit and payroll, insurance premium tax and transient room tax necessary to the establishment of businesses and individual tax compliance
- Acquire, utilize and retain knowledge of Internal Revenue Codes and Ky Dept of Revenue (KDOR) laws and regulations necessary to the establishment of businesses and individual tax compliance
- Examine net profit tax returns and reconciliation of payroll tax receipts with W2 reports from employers for accuracy, compliance and correct payment of taxes
- Assist taxpayers in a professional manner; completing tax returns; processing tax payments (cash, check, credit/debit card); answering taxpayer questions and/or directing taxpayer inquiries for appropriate assistance; notifying taxpayers of discrepancies and working with them to correct problems; setting up payment schedules and monitoring them for compliance
- Document all interactions with taxpayer in detailed manner for use in collection and enforcement efforts
- Analyzes databases to identify non-compliant businesses and organizes tax notices and/or bills for bulk mailing
- Discovery of new business through analyzation of supporting documentation required with the net profit return filing and notifying discovered entity of requirement to register, file and pay applicable tax
- Assists in opening, sorting and distributing mail when needed
- Ensures the maintenance of current, accurate and confidential records
- Collects net profit license fees on behalf of the City of Nicholasville

### Qualifications (Knowledge, Skills and Abilities):

- General office, computer and customer service practices including knowledge of payment transactions
- Ability to work effectively on a daily basis with minimal supervision, make decisions and organize work tasks independently
- Exercise analytical judgement
- Understand and apply complex written and verbal instructions
- Ability to add, subtract, multiply and divide and to compute rate, ratio and percent as needed
- Communicate effectively both orally and in writing to people of all levels
- Deal tactfully and firmly with the public in difficult situations

### Training and Experience:

Accredited High School Diploma or GED required. Associates' degree preferred, but experience that demonstrates the required knowledge, skills and abilities may substitute for education requirement. Individual must be proficient in all aspects of accounting practices and tax regulations with an additional two (2) year experience in office, administrative, tax preparation, bookkeeping or related field dealing with the general public in a professional capacity.

### Special Requirements:

Must be bondable

Valid Ky driver license as travel is required for continuing education