CLASS TITLE: **Manager of Tax Policy**

**CHARACTERISTICS OF THE CLASS:** Under direction, the class functions at the managerial level, directing the operations of the Tax Policy Division in the Department of Revenue; and performs related duties as required.

**ESSENTIAL DUTIES:** Directs supervisory staff responsible for ensuring liability is assessed prior to the selling or transferring of businesses or real estate property; reviews and approves staff audit assessments to ensure accuracy and adherence to audit standards and department policies; oversees and authorizes the negotiation of installment plans with businesses having outstanding city taxes, bills and warrants; establishes work standards and objectives and prioritizes audits to ensure quality and timeliness of assignments; directs and coordinates the research of new industries and business trends with potential opportunities for expansion of the city’s tax base; oversees the collection of data and analyses of records of non-registered and under registered businesses to identify new or delinquent tax sources; directs and coordinates the training of department auditors on tax auditing practices and legislation; oversees the preparation and distribution of tax bulletins informing the public of changes in tax policies and legislation; provides technical assistance to staff in resolving complex audit issues and interpreting tax regulations; directs the development and implementation of procedures to improve operational and administrative processes and staff productivity; directs the preparation of the division’s annual budget; supervises the preparation of work activity reports of division operations.

**RELATED DUTIES:** Works with private consultants in the design of computerized tax forms and the implementation and updating of automated tax filing systems.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Graduation from an accredited college or university with a Bachelor’s degree in Accounting or a directly related field with 15 semester hours in Accounting supplemented by five years of progressively responsible accounting or auditing experience including two years of supervisory experience, or an equivalent combination of training and experience.

**Knowledge, Abilities and Skill.** Considerable knowledge of auditing

Ability to develop tax policies. Ability to manage various functional activities in the area of tax policy. Ability to perform complex tax rate calculations. Ability to manage automation projects.

Considerable skill in the application of generally accepted accounting principles. Considerable auditing skills. Good supervisory and management skills. Good oral and written communication skills. Good research and analytical skills. Skill in training professional auditors.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

February, 2005
City of Chicago
Department of Personnel