



# City of Tempe

## SENIOR TAX ANALYST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	562	<i>Department:</i>	Financial Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Tax Auditor II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives general supervision from the Tax & License Supervisor or from other supervisory or management staff.

May exercise functional and technical direction over clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience supporting financial applications / operations.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in Information Technology, Computer Science, Accounting or degree related to the core functions of this position.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. This position provides functional support to analyze tax and license data from a variety of sources of electronic and non-electronic sources. The focus is on specific division applications and the incumbent develops systems and procedures based on detailed specifications to provide assistance to tax auditors, tax analyst and financial technicians. The incumbent operates as a liaison to staff, management and to the IT division.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Performs complex business analyses, involving collaboration with management, staff and other internal customers.
- Analyzes customer and business needs and uses technological solutions to achieve efficient and cost-effective results to improve staff efficiencies and effectiveness. May modify application uses and enhance end-user software functionality.
- Determines division business issues and data challenges. Queries staff requirements from end-users to develop functional and system design specifications.
- Analyzes data output and designs follow-up reporting tools for staff and other users.
- Identifies data errors and makes recommendations for correction for internal staff and vendors.
- Creates and maintains a variety of reports which may involve complex issues.
- Provides administration for assigned department's application systems.
- Monitors and approves systems-user security, updates and maintains system security records and permissions and performs security reviews regularly as assigned.
- Serves as division liaison to Information Technology on specific software and/or hardware issues. Assists with scheduling and managing the phases of system and software upgrades and testing.
- Coordinates, schedules and performs end-user training of business systems and technologies as needed to support the department's applications. May conduct presentations, classroom or individualized training for departmental users.
- Assists with the development and maintenance of the departmental web content as assigned.
- Assists IT internal and/or third-party technical programmers in the development of complex queries and technical scripts, as needed.
- Performs related duties as assigned.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

JOB DESCRIPTION HISTORY
-------------------------

<i>Effective July 2017</i>
----------------------------

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Sr. Tax Analyst**

**Job Code: 562**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
--	------------------------	----------------------------	----------------------------	-------------------------------

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Computer Software				X
Fumes	X			
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit				X
Stationary / Stand	X			
Traverse / Move	X			

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)		X
<b>Distance</b> (clear vision at 20 feet or more)		X
<b>Color</b> (ability to identify and distinguish colors)		X
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)		X
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)		X
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist		X
Crouch / Squat		X
Kneel / Crawl		X
Above Shoulder Level		X
Below Shoulder Level		X
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion		X
Climb Stairs / Ladders		X
Traverse Uneven Surface		X
Traverse Even Surface		X

ADDITIONAL CONSIDERATIONS:
May require working extended hours.
May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**\*\* Hearing test is required**