



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Auditor
(22016)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Office of the Commissioner of Revenue
(12)

Revision Date: January 2008

General Description: This is a professional position. The incumbent performs routine duties associated with the auditing of businesses operating in the County for compliance to business license and personal property tax regulations.

Organization: The Auditor reports to the Chief Deputy Commissioner of Revenue and supervises no staff.

Essential Functions:

- Conducts routine audits of businesses operating within the County to determine appropriate tax bases for assessment purposes.
- Conducts routine investigations of businesses to determine taxability and/or appropriate classification.
- Coordinates the administration of miscellaneous taxes, including contractor's licenses, business personal property, merchant's capital, transient occupancy and machinery/equipment.
- Processes business licenses and personal property applications.
- Enforces applicable laws, rules and regulations.
- Responds to technical inquiries posed by taxpayers, accountants, attorneys and business representatives.
- Researches statutory questions and ensures compliance.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None known
- B. Environment
 - Office
 - Field – Must be able to travel to County businesses
- C. Physical Effort
 - Minimal
- D. Exempt

Knowledge, Skills and Abilities: Requires comprehensive knowledge of business license and personal property tax regulations and codes; an ability to evaluate and analyze data and to prepare effective reports and presentations; ability to meet and deal effectively with accountants, attorneys, business owners and taxpayers and to enforce codes and regulations with firmness, tact and impartiality.

Education, Experience and Training: Bachelor's degree required (preferably in accounting or other business related field) with at least two (2) years of related experience preferred – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Serves at the will of the Commissioner of Revenue
- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period