

Job Posting

Position Title Tax Examiner I

Company/Organization Colorado Department of Revenue

Company/Organization Address Colorado Department of Revenue
1881 Pierce st.
Lakewood, CO 80214

Date position is available. 11/8/2021

Date position opening will be closed. 11/22/2021

Is this a volunteer opportunity or a paid position? Paid Position

Salary/Wage Range \$3,519 - \$3,909 Monthly

Position Overview The Taxation Division promotes voluntary compliance with all tax laws through information, education, assistance and customer service. A Tax Examiner reviews tax returns for accuracy and completeness, ensures the tax return can be processed as filed, resolves errors and contacts taxpayers to obtain any missing information. Furthermore, Tax Examiners can be responsible for analyzing accounting files, issuing refunds or bills, calculating penalty and interest, collecting delinquent taxes, handling taxpayer complaints, adjusting for discrepancies and working with other taxing authorities such as the Internal Revenue Service, local municipalities or agencies in another state.

Responsibilities and Qualifications

Income Tax Accounting

The Income Tax Section is responsible for processing all income (individual, corporate, partnership, and fiduciary) and severance tax returns PTC rebates and issuing the associated refunds and bills. The Section applies the necessary statutes pertaining to the tax programs that our group administers. The Section also resolves disputes that might result from a reduced refund, tax delinquency or non-filer assessment. This can include adjustments of tax, penalty, penalty-interest, and/or interest. The Section verifies incoming returns and applications for accuracy and completeness. Credits and subtractions are reviewed as well.

Minimum Qualifications:

Education and Experience:

High school diploma or General Education Diploma (GED).

AND

Two years of experience in bookkeeping, technical accounting, tax administration, business economics, finance or related experience.

Substitutions:

Additional appropriate education will substitute for the required experience on a year-for-year basis.

Preferred Qualifications:

Familiarity with GenTax and/or other tax software.

Proficient with Microsoft and Google Suite.

Possess income tax knowledge (state and/or federal).

Experience in a fast-paced, independent and production driven environment.

Strong communication (both oral and written, and interpersonal skills).

DOR Required Skills and Competencies: Competencies required for all DOR positions include good communications skills, interpersonal and people management skills, the ability to multitask, the ability to work with confidential information, the ability to work in high-stress environments, and the demonstrated ability to assist customers.

Conditions of Employment with the Colorado Department of Revenue:

1. As a condition of employment with the Colorado Department of Revenue, a requirement exists that all personnel timely file all necessary Colorado Individual Income Tax (CIIT) returns and timely pay tax obligations. As such, all employees must undergo a pre-employment evaluation of their tax records/accounts to ensure compliance with this policy.

2. Employees are in a position of public trust in the performance of their job duties and must operate in a manner that maintains the highest standards of honesty, integrity, and public confidence. All job finalists require

successful completion of a background investigation and reference check prior to appointment. Background checks may include national criminal, financial, traffic, civil, education, and/or experience checks or any other checks related to the job assignment. Fingerprint background checks and pre-employment drug testing may also be required for some positions.

Effective September 15, 2021, employees will be required to attest to and verify that they are fully vaccinated for COVID-19, or, submit to twice-weekly serial testing. Upon hire, new employees will have three (3) business days to provide attestation to their status with proof of vaccination, or begin twice-weekly serial testing for COVID-19.

Note: Fully Vaccinated means two (2) weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer or Moderna vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, as defined by the State of Colorado's Public Health Order and guidance issued by the Colorado Department of Public Health & Environment.

How to Apply:

Website:

<https://www.governmentjobs.com/careers/colorado/jobs/3247030/tax-examiner-itas?keywords=tax%20examiner%20&pagetype=jobOpportunitiesJobs>

Position Posting Contact Information

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