

Columbus Consolidated Government

Auditor - Revenue - G121 - Finance

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|---------------------|---|---------------------|----------------------------|
| SALARY | \$1,725.39 Biweekly \$44,860.02 Annually | LOCATION | GA, GA |
| JOB TYPE | Full-Time Regular | JOB NUMBER | 2025-00000040 |
| DEPARTMENT | Finance | DIVISION | Revenue-Occupation Tax |
| OPENING DATE | 01/29/2025 | CLOSING DATE | 1/29/2025 11:59 PM Eastern |

Major Duties and Responsibilities

This position performs operational, functional, and compliance audits.

- Planning, organizing and conducting compliance revenue audits to ensure the effective reporting and collection of all required license fees and taxes; conducts interviews with taxpayers and/or their representatives to inform them of audit results and requirements; conducts presentations related to audit issues; collects all taxes due as a result of audits; conducts on-premise site visits during the course of compliance audits.
- Assists taxpayers with preparing and completing various forms, applications, and tax returns.
- Clarifies and explains complex licensing issues with the office staff.
- Assists taxpayers with all inquiries concerning any areas of concern in relation to the Occupation Tax Section.
- Maintains files and lists to ensure that businesses are audited as scheduled.
- Assists office staff in processing and issuing licenses and in the preparation and review of taxpayer tax returns during license renewal seasons.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of applicable federal, state, and local laws regarding business licensure and taxation.
- Knowledge of the methods and techniques of research, statistical analysis, and report presentation.
- Skill in utilizing financial computer software programs.
- Skill in problem solving and decision making.
- Skill in gathering and analyzing complex data.
- Skill in operating standard office equipment.
- Skill in oral and written communication.

Minimum Educational and Training Requirements

Bachelor's Degree in Finance, Accounting, Financial Planning or related field is required. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Physical Requirements

The work is typically performed while sitting at a desk or table. The employee must occasionally lift light objects. Additionally, the following physical abilities are required:

- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Talking 1- expressing ideas by spoken word.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 - color, depth perception, field of vision.

- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.

The work is typically performed in an office, library, or computer room.

Benefits

The Columbus Consolidated Government is proud to offer an exceptional compensation and benefits package. Benefits include the following:

- Low-cost Medical Insurance
- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability
- Credit Union
- Direct Deposit
- 12 Paid Holidays
- Vacation Leave
- Sick Leave
- PERK Time Off
- Retirement Plan
- Supplemental Retirement Plan
- Free and Discounted Services
- Employee Assistance Program

Take advantage of these free and discounted City Services offered to all City Employees.

- Discounted Movie Tickets
- Free Notary Services
- Ride a Metra Bus for Free
- Free Mulch
- Free Fire/Safety Home Inspection
- Sunray Cleaners discounts

- Adopt a pet for Free from Animal Control
- Driver's Training for Employee Dependents
- Oxbow/Bull Creek Golf Course discounts
- River Center Discounts
- Cell Phone Carrier Discounts

Retirement Plan

The Columbus Consolidated Government offers a defined benefit retirement plan to eligible employees who work in General Government and in Public Safety. Employees in the pension plan must meet both age and years of service requirements to qualify for retirement. The current vesting period is ten years, and the current pension contribution rate is 8% of your gross salary.

Supplemental Retirement Plan

The Columbus Consolidated Government offers a Deferred Compensation Plan or supplemental retirement plan that is tax deferred. This plan allows employees to contribute a portion of their salary, before federal and state taxes, to a retirement account. Your compensation is more than a paycheck, it allows you to plan for your financial future as well.

Employer

Columbus Consolidated Government

Address

City Hall
1111 1st Avenue
Columbus, Georgia, 31901

Phone

706-225-4059

Website

<http://www.columbusga.gov/HR>