



Office of the Missouri State Auditor Career Opportunity

<u>POSITION TITLE:</u>	Local Government/Policy Senior Analyst I-II
<u>LOCATION:</u>	Jefferson City, MO
<u>SALARY:</u>	Commensurate with education and experience

The Local Government/Policy Senior Analyst I-II is a high-level administrative/technical position responsible for working with the Local Government section of the SAO. A Local Government/Policy Senior Analyst acts as a liaison between internal stakeholders and the public responding to numerous requests related to property tax rates, required reporting, petition audits, and various other local issues.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

This description may not include all of the duties, knowledge, skills, or abilities associated with this position

- Respond to requests and inquires related to property tax rates.
- Present Training Seminars to Political Subdivisions on setting property tax rates in accordance with state law.
- Draft & manage the Annual Report on review of property tax rates.
- Review recoupments political subdivisions submit.
- Review county certifications to ensure those with sales taxes passed under Section 67.505, RSMo, are properly reporting their levy reduction for sales tax rollback.
- Work with SAO Audit Crews as needed when audit issues develop in tax rate calculation of auditees.
- Ability to foresee tax rate issues from calls and anticipate impact of decisions made.
- Discuss voluntary reduction impact in an even year and how to reverse a previous voluntary reduction taken in an even numbered year.
- Work alongside tax rate staff to review & certify political subdivisions' calculation of property tax rates.
- Work alongside tax rate staff to review prior year revisions.
- Work alongside tax rate staff to organize correspondence with every political subdivision.
- Handle calls from political subdivision staff.
- Evaluate new issues and work with legal counsel when necessary
- Update bond information in the SAO tax rate system.
- Annually update county classifications according to state law.
- Maintain confidentiality of office information.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to learn understand, and apply reassessment statutes, tax rate laws and the Hancock Amendment of the Missouri Constitution.
- Knowledge of governmental accounting and the organizational structure of county and local governments
- Knowledge of SAO computer systems and the ability to learn the Tax Rate Online Portal.
- Ability to present ideas clearly and concisely, both orally and in writing, and a demonstrated ability to quickly comprehend and utilize new concepts and strategies.
- Ability to work harmoniously and productively with the public and with other employees of various levels.
- Ability to work under pressure and meet frequent deadlines.
- Ability to effectively manage multiple priorities on a concurrent basis.
- Ability to communicate effectively orally and in writing.
- Ability to accept increasing responsibilities and to reach for additional responsibilities when appropriate.
- Ability to identify key technical problems and reporting issues and develop appropriate recommendations for their solution.

- Ability to prepare written reports and make oral presentations to the local government groups and state auditor's office management and staff.

PERFORMANCE EXPECTATIONS:

- The Local Government/Policy Senior Analyst I-II is expected to present an exemplary professional image, maintain a positive attitude toward work, demonstrate the ability to make decisions within the scope of his/her authority.
- The Local Government/Policy Senior Analyst I-II will receive annual performance evaluations that will rate job performance on numerous specific expectations. These expectations will include but not limited to demonstration of successful performance of many of the specific skills and abilities noted above.

QUALIFICATIONS:

- Graduation from an accredited college or university with a bachelor's degree or higher in accounting, business administration, or a related business area.
- CPA certification is not required, but preferred.

APPLICATION PROCESS:

In order to be considered for this position, please submit a completed employment application (external candidates only), cover letter, and resume to sherrie.brown@auditor.mo.gov on or before 5:00 p.m. on Friday, June 3, 2016.

Office of the Missouri State Auditor
ATTN: Human Resources
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Email: sherrie.brown@auditor.mo.gov

Employment Application can be located on our website at: auditor.mo.gov