



CLASS SPECIFICATION FOR:
Business Section Manager

General Statement of Duties:

Manages the Business Section within the Department of Finance; plans the work associated with assessing all of the businesses within the County for various local taxes, including both license and personal property; supervises direct reports with supervisory responsibility for auditing and enforcing these tax regulations; does related work as required.

Distinguishing Features of Class:

The incumbent manages staff within the Department of Finance's Business Section. Coordinates and supervises the work among units responsible for the assessing and auditing of all the businesses within the County for both license and personal property taxes, in addition to other miscellaneous taxes such as the bank franchise, consumer utility, hotel/motel transient occupancy, public service corporation, sales and use. The incumbent also has oversight responsibilities related to the development, maintenance and upgrading of the computer system within the section. Demonstrates comprehensive knowledge of managerial theory and practice, in addition to appropriate State and County codes or regulations and their application. The incumbent receives policy guidance and general supervision from the Revenue Division Director and may serve in an acting capacity during the director's absence. The incumbent must demonstrate an extensive knowledge of the appropriate State and County codes, and effectively communicate technical information to the general public. This single position class exercises a high level of administrative judgment, for major errors in judgment could result in substantial revenue losses to the County.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Oversees the work with in the Business Section and provides guidance to the supervisory staff;
- Processes business license and personal property applications and ensures all applicable County code regulations are properly administered;
- Plans and coordinates the accomplishment of such administrative functions as activity reports, code revisions, and presentations;
- Oversees the development, maintenance and updating of the computer system within the section;
- Responds to technical inquiries posed by taxpayers, accountants, attorneys and business representatives;
- Researches highly technical questions and concerns, analyzing and evaluating data, preparing reports and making presentations;
- Meets with taxpayers on assessment issues and resolves disputes;
- Conducts complex investigations of businesses to determine taxability and/or appropriate classification;
- Handles administration of miscellaneous taxes, including bank franchise, consumer utility, hotel/motel transient occupancy, public service corporation, sales and use, etc.;
- Testifies in court regarding audit and enforcement issues;
- Oversees the record-keeping practices and imaging of documents;
- Consults with the County Attorney and represents the interests of the County in court when necessary;
- Assumes the duties and responsibilities of the Division Director in his/her absence
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Comprehensive knowledge of license and personal property tax regulations and codes and their application; extensive knowledge of courtroom procedures and collection and law enforcement principles/techniques; comprehensive knowledge of and familiarity with relevant court decisions and legal opinions rendered in regard to license and personal property tax codes and regulations; extensive knowledge of the scope and activities of commercial enterprises in the area; comprehensive knowledge of accounting practices and principles; ability to appropriately interpret and apply regulations, codes, court decisions and opinions in a wide variety of unique and complex situations; considerable knowledge of managerial theory and practices with proven supervisory skills; excellent oral and written communications skills with the ability to communicate effectively with a diverse audience of business owners and taxpayers; proven leadership and supervisory skills; proven ability to effectively direct people and projects; excellent research skills with the proven ability to collect and organize facts effectively; ability to evaluate and analyze data and to prepare concise and effective reports and presentations; ability to prepare clear and concise communications and reports for diverse audiences; extensive knowledge of and familiarity with automated systems; proven skill in the use of a personal computer and extensive



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knowledge of and ability to effectively to use commonly utilized business software; ability to meet and deal effectively with accountants, attorneys, business owners and taxpayers and to enforce codes and regulations with firmness, tact and impartiality.

Minimum Education and Experience:

Education: Possession of a bachelor's degree in accounting, business administration, economics, finance or other related field; and either a graduate degree in a relevant field or a current relevant professional designation (i.e., Certified Public Accountant, Deputy Commissioner of the Revenue, Personal Property Specialist);

Experience: Five (5) years of professional accounting or auditing experience or other relevant work experience, including two (2) years in a supervisory capacity;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

Possession of a valid driver's license issued by the State of Virginia.

G.B.A.0078

Career Code:

Date of last Revision: 01-Jan-2011