

DEPT OF TRANSPORTATION

Driving the future of transportation with a diverse and innovative team!

FUEL TAX MANAGER

Job Location:

Address: 800 W Washington St, Phoenix, 85007

Posting Details:

Salary: \$73,543-\$96,825

Anticipated salary:\$91,825

Link to apply:

<https://www.azstatejobs.gov/jobs/fuel-tax-manager-phoenix-arizona-united-states-remote-options>

Job Summary:

Under general direction of the Deputy Division Administrator, and through subordinate supervisors this position is responsible for managing Fuel Tax Reporting of Arizona licensed suppliers, restricted distributors, and 2,900 IFTA licensed carriers. Responsible for managing and monitoring the timely filing and processing of monthly and quarterly reports, as well as the processing of PFTO, Supplier, IFTA and Vendor Refunds. Responsible for

comparing data from several sources to verify and ensure accuracy and compliance of fuel tax reports submitted; establish goals and objectives to identify new processes for continuous improvements, builds relationships with internal/external customers; will serve as a witness at administrative hearings. This position may be called upon to drive a state-owned or a private vehicle in the conduct of state business.

This is a hybrid role. The State of Arizona strives for a work culture that affords employees flexibility, autonomy, and trust. Across our many agencies, boards, and commissions, many State employees participate in the State's Remote Work Program and are able to work remotely in their homes, in offices, and in hoteling spaces. All work, including remote work, should be performed within Arizona unless an exception is properly authorized in advance.

Job Duties:

Responsible for program management of the Fuel Tax Reporting and Fuel Tax Refund Unit, includes establishing goals and objectives for supervisors, manage program activities and coordinate with supervisors and staff, set program priorities and standards for achieving goals and meeting deadlines.

Through subordinate supervisors, monitor the processing of monthly/quarterly fuel tax reports, ensures accurate and timely reporting and remitting of Arizona fuel taxes. Ensure compliance with local, state and

federal regulations pertaining to fuel tax reporting and refund activities.

Evaluate and analyze trends anticipate and plan for operational impact and implement course of action.

Provides assistance and makes recommendation to Senior Management in the development and implementation of operational fuel tax policies and procedures for programs to ensure compliance. Provides leadership, coaching and guidance to direct reports and monitors and evaluates performance of direct reports.

Attends frequent meetings, advises and assists Senior Management on complex issues relevant to Fuel Tax programs, laws, policies, and local, state and federal regulations.

Strategic planning activities will include identifying, implementing, and facilitating innovative change; developing and implementing system improvements; and effecting changes necessary to redefine knowledge requirements and integrate increased expertise.

Builds relationships and communicates effectively with internal/external stakeholders on the federal, state, and local levels, including industry groups regarding Arizona Revised Statutes, Administrative Rules, and policies and procedures for the Fuel Tax Unit.

Selective Preference(s):

Possess a bachelor's degree; minimum three years tax and/or accounting experience; minimum two years supervisory experience. Out-of-state travel will be required. This position may be called upon to drive a state-owned or a private vehicle in the conduct of state business.

Pre-Employment Requirements:

Must possess and maintain a valid Arizona Driver License.

As this position requires driving or the use of a vehicle as an essential function of the job to conduct State business, then the following requirements apply: [Driver's License Requirements](#).

All newly hired State employees are subject to and must successfully complete the Electronic Employment Eligibility Verification Program (E-Verify).