



STATE OF NORTH CAROLINA  
invites applications for the position of:

# Revenue Administration Officer III

**JOB CLASS TITLE:** Revenue Administration Officer III

**POSITION NUMBER:** 60081765

**DEPARTMENT:** Dept of Revenue

**DIVISION/SECTION:** EXCISE TAX

**SALARY RANGE:** \$56,046.00 - \$100,814.00 Annually

**RECRUITMENT RANGE:** N/A

**SALARY GRADE / SALARY GRADE EQUIVALENT:** GN15

**COMPETENCY LEVEL:** Not Applicable

**APPOINTMENT TYPE:** Permanent Full-Time

**WORK LOCATION:** Statewide

**OPENING DATE:** 07/31/20

**CLOSING DATE:** 08/14/20 5:00 PM Eastern Time

**DESCRIPTION OF WORK:**

\*\*\* **Salary Grade:** GN15    **Salary Range:** \$56,046.00 - \$100,813.00\*\*\*

At the North Carolina Department of Revenue, our mission is to fund public services benefiting the people of North Carolina; we administer the tax laws and collect taxes due in an impartial, consistent, secure, and efficient manner. Together we are a **SMART** organization because we: **S**afeguard customer information; **M**aintain a knowledgeable workforce; **A**chieve a high level of understanding and compliance; **R**espond with accurate information through innovative services; and **T**reat our customers fairly. Through modernization efforts in technology, we believe we've set a high standard that other agencies will admire. As an employer, we offer excellent benefits, stable work environment, competitive salaries, defined career paths, and training programs that will enable you to be successful.

The primary purpose of this position is to interpret, administer, and apply North Carolina tax laws and rules and to resolve controversial issues relating to the taxes administered in the Division. These duties involve interaction with taxpayers, accountants, attorneys and other employees of the Department. The questions handled are technical in nature and require knowledge of suppliers, distributors, bulk users, resellers and users, Highway Fuel Use and/or IFTA Motor Carriers, IRP registrants, or tobacco manufacturers, wholesalers or retail dealers, as well as rulings, departmental policies, and regulations. This position must attend conferences and participates in the analysis of tax issues such as new laws; serves on panels to problem-

solve, and discussion of case settlements. This position will attend FTA Uniformity Conferences for Motor Fuels, Alcohol and Tobacco Tax. This person will be highly involved with the Federation of Tax Administrators Conferences related to the taxes that are administered by Excise Tax. Some in-state and out-of-state travel will be required. This position will be highly skilled in motor fuels tax law and in the administration of motor fuels statutes. This position will be a key motor fuels resource to the division, motor fuels auditors and investigators and other states.

This job opportunity is open for teleworking consideration but may be required to work from a State revenue office if and when warranted. Candidates do not need to reside in North Carolina to be considered for this position.

**Management Preferences:** Management prefers candidates that have experience as an auditor and those who have experience with motor fuel tax laws.

**KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:**

- Thorough knowledge of motor fuels, motor carrier, motor vehicle, tobacco, vapor products, alcohol, severance tax and privilege tax laws and divisional and departmental procedures.
- Considerable knowledge of federal motor fuel tax laws and practices of the motor carrier, motor fuels, severance, tobacco and alcohol industries.
- Thorough knowledge of legal procedures associated with the request for review process.
- Thorough knowledge of accounting principles as they apply to tax reports and financial statements.
- Considerable skill in organizing, communicating and negotiating with taxpayers and their representatives.
- Demonstrated experience to analyze unusual, intricate or controversial tax problems, and identify and resolve discrepancies with tax law procedures.
- Experience to deal tactfully with a broad socio-economic range of taxpayers.
- Experience to clearly communicate and give direction to others to be able to carry out the administration of the various taxes.
- Demonstrated experience to provide leadership and guidance when necessary.
- Experience to operate personal computer, use a variety of government mainframe systems and use Microsoft Office products such as spreadsheet and word processing software.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Bachelor s degree in Business/Public Administration, Economics, Accounting or related field from an appropriately accredited institution and five (5) years of experience in tax accounting and auditing work including two (2) years in administrative or supervisory capacity; or an equivalent combination of education and experience.

All degrees must be received from appropriately accredited institutions to be considered relevant to qualify. Transcripts, degree evaluations and cover letters may be uploaded with your application. At the time of offer, selected candidates who obtained their education outside of the United States and its territories will be expected to provide adequate documentation for DOR to validate their academic degrees as equivalent to a degree conferred by a regionally accredited college or university in the United States.

**SUPPLEMENTAL AND CONTACT INFORMATION:**

The Department of Revenue (DOR) seeks to fill positions with the most qualified individuals in its effort to provide taxpayers with the most efficient and effective services possible. DOR selects

applicants for employment based on job-related knowledge, skills, and abilities without regard to race, color, gender, national origin, religion, age, disability, political affiliation or political influence.

**To be considered within the most qualified pool of applicants and receive credit for your work history and credentials, you must document all related education and experience on the State of North Carolina application in the appropriate sections of the application form. Applicants are required to document all of the relevant duties and responsibilities of any past employment including the knowledge, skills and abilities attained from that employment or supplemental training. Any information omitted from the application cannot be considered for screening or qualifying credit towards salary determination. NC DOR welcomes attached resumes, cover letters and reference information, but these items will not be used for screening for qualifying credit. Please make sure your application is completed in full. "See Resume" or "See Attachment" will NOT be accepted.**

Applicants eligible for veteran's preference should also attach a copy of form DD-214.

*This position is subject to federal and state criminal background checks that include fingerprinting and verification of tax compliance for all selected candidates. "Tax compliance" is defined as having filed and paid **all** North Carolina state taxes owed each year leading up to the current calendar year or currently in a non-delinquent payment status with the State of North Carolina on taxes that are currently owed to the State.*

If selected for an interview, you may have the option to interview via telephone and/or other method as technology allows.

If multiple applications are submitted to an individual position, only the most recent application received prior to the posting closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.

If you are having technical issues logging into your account or applying for a position please review the Get Help/FAQ's information on the website. If you are still experiencing technical issues with your application, please call the NeoGov Help Line at 855-524-5627.

If you have any questions regarding this vacancy announcement, please contact:

**NC Department of Revenue  
Human Resources Division  
919-814-1200**

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.oshr.nc.gov/jobs/index.html>

Position #20-05412  
REVENUE ADMINISTRATION OFFICER III  
VW

NOTE: Apply to the department listed on posting  
An Equal Opportunity Employer, NC State Government

[noreply@nc.gov](mailto:noreply@nc.gov)

---

**Revenue Administration Officer III Supplemental Questionnaire**

\* 1. Are you in total tax compliance? Meaning, have you filed and paid all North Carolina state taxes owed each year leading up to the current calendar year or currently in a non-delinquent payment status with the State of North Carolina on taxes that are currently owed to the state? Note: If you have never lived in NC or earned income in NC, you should answer yes to this question.

Yes  No

\* 2. In order to receive credit for the supplemental questions in which you answered yes, you must provide supporting information within the body of the application, to support your answer. Your application should also reflect all education and all professional work experience. It is critical to our screening and salary determination process that applications contain comprehensive candidate information. Have you provided such information within the body of the application?

Yes  No

\* 3. Do you have motor fuels tax administration experience (Must be documented in the work experience section of the application)?

Yes  No

\* 4. Do you have experience in explain and interpreting policies, regulations, and processes (Must be documented in the work experience section of the application)?

Yes  No

\* 5. Will you be able to travel out-of-state periodically throughout the year (up to a week at a time), to attend motor fuels conferences and meetings?

Yes  No

\* 6. How many years of administrative or supervisory experience do you possess (Must be documented in the work experience section of the application):

- None
- Less than 2 years
- 3 - 4 years
- 5 years or more

\* Required Question