

DEPT OF TRANSPORTATION

Driving the future of transportation with a diverse and innovative team

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COMPTROLLER SENIOR DEPUTY

Job Location:

Address: REVENUE AND TAX ADMINISTRATION

800 W Washington St, Phoenix, AZ 85007

Posting Details:

Salary: \$122,049.93 - \$129,811.76

Anticipated Salary: \$127,049.93

Link to Apply:

<https://www.azstatejobs.gov/jobs/comptroller-senior-deputy-remote-options-arizona-united-states-phoenix-3da7cb91-6f0f-434a-82a2-3b5018833872>

Closing Date: 11/28/2024

Job Summary:

Assists in overseeing timely and accurate fuel tax reporting and remittance by fuel suppliers and International Fuel Tax Agreements' (IFTA) carriers, fuel supplier/restricted distributor/use fuel vendor licensing, fuel tax refunds and fuel tax audit and compliance. Provide leadership and ensure communication on projects that arise to Revenue Fuel Tax Administration (RFTA) personnel and plan their project-related activities and resources. Analyze project progress to senior management and make recommendations to address issues as they arise; drive process improvement initiatives. Participates in the formulation of proposed legislative and policy changes to transportation tax policy and formulas that impact transportation-related revenue and its distribution and will oversee Inter Government Agreements (IGAs) with other State agencies and AZ Tribal governments.

Model ADOT values through leading, coaching and developing problem solvers to implement and sustain a continuous improvement culture. Leaders are accountable, transparent, and communicative as they foster an inclusive, diverse, and safe environment.

This position may offer the ability to work remotely, within Arizona, based upon the department's business needs and continual meeting of expected performance measures.

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:

Ensures timely and accurate fuel tax reporting, remittance, audit and statutory requirements.

Plans and directs the daily operational functions of fuel tax units: Fuel Tax Reporting, Refunds, and Audit and Compliance Division, including interaction with MVD, ECD and other internal stakeholders.

Attends meetings and advises and assists management of the complex and technically demanding issues relevant to generating, collecting and processing of fuel tax revenue.

Provides assistance to the Sr. Division Administrator in all areas, including but not limited to the development of strategic goals, statutory research, review and analysis. Day to day operations of the division. Implementation of operational tax policy and procedures and will act as proxy for the Sr.

Division Administrator when necessary.

Builds relationships with external stakeholders on the federal, state and local levels, including industry groups.

Other duties as assigned as related to the position.

Knowledge, Skills & Abilities (KSAs):

Knowledge:

- Business and financial management principles and methods; to apply to a large multi-funded and highly complex organization, to direct efforts of a team of professionals, to properly assess accounting and financial needs.
- Generally Accepted Accounting Principles (GAAP); to assist with preparation of the Comprehensive Annual Financial Report (CAFR), to direct day to day accounting operations.
- Automated financial systems and electronic data processing; to create reports, compile data from research and analysis.
- Purchasing and Budgeting.
- Department policies, procedures, goals and objectives.
- Accounting and recommended solutions.
- Have knowledge of Title 28 of the Arizona revised statutes.
- Internal control; to provide guidance for team efforts, to properly evaluate purported system requirements.

Skill:

- Written and oral communication; to elicit sufficient information, to make decisions and provide understandable information to team and management.
- Analytical, interpretive and logic skills; to evaluate legal and professional reports, rules, statutes, and guidelines, to make recommendations concerning business or system problems and modifications.
- Listening and working with the public and constituents; to develop creative solutions to address their concerns and issues.
- Management of a work unit; to monitor workflow, assign tasks, manage employee related issues, etc.
- Google Workspace

Ability:

- Self motivate and handle multiple tasks efficiently; to be responsible for work of considerable difficulty, to design program operational procedures, to evaluate program progress and related activities.
- Prioritize and organize a diverse workload; to complete long term projects while continuing to handle daily business activities and new assignments.
- Ability to coach and develop employees, including continuous improvement practices and principles.

Selective Preference(s):

5 years of managerial experience preferred in financially related government programs in a transportation environment.

A Master's Degree in Accounting, Finance, Business or Public Administration is preferred.

Knowledge of governmental business and financial management principles, practices and methods.

Pre-Employment Requirements:

This position requires driving or the use of a vehicle as an essential function of the job and the following requirements apply. Any employee operating a motor vehicle on State business must possess and retain a current, valid class-appropriate driver's license, complete all required training, and successfully pass all necessary driver's license record checks. The license must be current, unexpired, and neither revoked nor suspended. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records, and must complete all required driver training. An employee who operates a personally owned vehicle on state business shall maintain the statutorily required liability insurance (see Arizona Administrative Code (A.A.C.) R2-10-207.11).

Must be able to pass an Internal Revenue Service background check.

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