



STATE OF NORTH CAROLINA  
invites applications for the position of:

# Revenue Administration Officer - JOC Manager

**JOB CLASS TITLE:** Auditor

**POSITION NUMBER:** 65021136

**DEPARTMENT:** Dept of Revenue

**DIVISION/SECTION:** Excise Tax

**SALARY RANGE:** \$37,012.00 - \$101,331.00 Annually

**RECRUITMENT RANGE:** \$51,551 - \$72,794

**SALARY GRADE / SALARY GRADE EQUIVALENT:** 78

**COMPETENCY LEVEL:** Advanced

**APPOINTMENT TYPE:** Time-Limited Full-Time

**WORK LOCATION:** Wake County

**OPENING DATE:** 11/21/14

**CLOSING DATE:** 12/08/14 5:00 PM Eastern Time

**DESCRIPTION OF WORK:**

\*\*\*This is a repost. Previous applicants remain under consideration and do not need to reapply.\*\*\*

**Joint Operations Center for National Fuel Tax Compliance (JOC) Auditor Manager**

Joint Operations Center for National Fuel Tax Compliance (JOC) manager coordinates a team of JOC auditors from NC and/or other jurisdictions and the IRS. Primary responsibility includes planning, directing and monitoring the auditing activities, special projects and taxpayer assistance for an audit team. May also be the lead auditor on complex or unusual audits that require considerable research and judgment. Responsible for ensuring operational costs of the unit follow fiscal and budgetary guidelines of the Division; directs the process of hiring new staff in accordance with personnel policies and priorities; supervises the orientation and training of the audit staff. Develops workplans for audit staff, creates developmental plans and initiates disciplinary actions ensuring compliance with human resources policies and procedures; promotes career development of audit staff by researching opportunities to improve competencies and providing feedback on performance; responsible for self-development by

commitment to continuous learning, self-awareness and performance through feedback.

**\*\*\*TIME LIMITED FULL TIME POSITION\*\*\***

**The time limited nature of this position will be described in full detail to candidates that are selected for an interview. This position is considered a permanent position with the State of North Carolina and is not a temporary, contract or designed to be a short-term position.**

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

Possession of designated level of professional skill and knowledge of Motor Fuel, Motor Carrier and Motor Vehicle laws/statutes, other states motor fuels laws, and federal excise tax laws including auditing and accounting principles; ability to keep current with developments and trends; knowledge and ability to use applicable information technology and systems to meet work needs. Examines operations and or systems, collecting data and information to assess accuracy, integrity and risks; analyzes information; ensures compliance with applicable standards, rules, regulations and systems of internal control; interprets and evaluates results; prepares documentation; creates reports and/or presentations. Recruits, selects, develops, counsels, disciplines, and evaluates performance of employees to retain a diverse workforce; administers and ensures compliance with human resources policies and procedures. Observes and assesses work; provides feedback; provides technical supervision; develops knowledge, skills, and abilities of employees; plans for and supports employees in career development opportunities.

*This position is subject to federal and state criminal background checks and verification of tax compliance. "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.*

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Bachelor's degree in accounting or closely-related discipline with eighteen (18) credit hours of accounting coursework and three years of experience in the assigned work area; or an equivalent combination of education and experience. All degrees must be received from appropriately accredited institutions.

Management prefers candidates with experience supervising and managing employees, experience with motor fuel tax laws, and auditing experience.

The NC Department of Revenue has a career banding compensation plan which encourages and rewards competency development. Recruitment for this position will target the **advanced** level of the **Auditor** banded classification. Salary range will be commensurate with the applicant's competencies as well as budget, equity and labor market conditions. For recruitment purposes, this position is considered to be equivalent to salary grade 78.

If no candidates are identified at the advanced level, management may consider applicants at the journey level (equivalent to SG76 - \$47,195-\$55,864).

**SUPPLEMENTAL AND CONTACT INFORMATION:**

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

All work experience must be included in the *work history* section of the application. Applicants are required to document the duties and responsibilities of any past employment including the knowledge, skills and abilities attained from that employment or supplemental training. Resumes are not accepted in lieu of the online state application and information included only on a resume will not be considered in determining qualifications.

Applicants must attach a copy of their transcript(s) to verify required accounting coursework. Applications received without the required transcript will be considered incomplete. **Current** NCDOR Field Auditors do not need to submit a transcript.

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

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

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

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

Position #14-06607 - 65021136  
REVENUE ADMINISTRATION OFFICER - JOC MANAGER  
NM

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

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## Revenue Administration Officer - JOC Manager Supplemental Questionnaire

- \* 1. Do you have a four-year degree in accounting or closely-related discipline with the required minimum of 18 accounting credit hours?  
Yes   No
  
- \* 2. If you are not a current Auditor with the North Carolina Department of Revenue, did you attach the required transcript to verify 18 or more accounting credit hours?  
Yes   No
  
- \* 3. Are you in complete 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?  
Yes   No
  
- \* 4. Do you have experience managing and supervising employees?  
Yes   No
  
- \* 5. Does your application reflect experience with motor fuels tax laws?  
Yes   No
  
- \* 6. Do you have experience as an auditor?  
Yes   No
  
- \* Required Question