



## Assistant Director Excise Tax

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 Wake County, NC

 Full time

 Posted Yesterday

 End Date: February 18, 2026 (5 days left to apply)

 JR-108870

### Agency

Dept of Revenue

### Division

Excise Tax

### Job Classification Title

Revenue Tax Assistant Administrator II (NS)

### Position Number

60083157

### Grade

NC23

### About Us

The North Carolina Department of Revenue is committed to excellence in tax administration, ensuring secure and efficient collection of revenue to fund vital public services. We are an employer of choice offering excellent benefits, competitive pay, professional development, and career advancement. Our dedicated team provides accurate information, achieves high compliance, and delivers innovative services with integrity and fairness. DOR is an equal opportunity employer hiring qualified candidates regardless of race, color, gender, national origin, religion, age, disability, or political affiliation.

### **Description of Work**

**\*\*\*PLEASE NOTE: THIS WILL CLOSE AT 11:59 P.M. THE DAY PRIOR TO THE END DATE LISTED ON THIS JOB POSTING\*\*\***

Please make sure that you have entered all necessary information on your application. Once you hit submit, you will not be able to edit or reapply to this position to add information or attachments even if you withdraw your application.

This position serves as the Assistant Director of the Excise Tax Division and reports to the Division Director, Tax Administrator II. The position assists with developing new legislation proposals, reviews amended laws, provides technical assistance on the more difficult interpretations or controversial issues, handles penalty waiver requests for civil penalties issued by the Department and State Highway Patrol (SHP) officers, handles NC-242 Objection and Request for Reviews of audits and investigations assessed by auditors and investigators in other Divisions, conducts conferences with taxpayer's in regard to audit/investigation issues, drafts Notices of Final Determinations for the Attorney General's office, and participates in hearings in regard to protested assessments related to all the Excise Tax laws (Motor Fuels, Motor Carrier, Motor Vehicle, Tobacco, Alcohol, Severance, Conveyance, Sports Wagering and Privilege).

This position serves as a member of the Division's Management Team and is involved in decisions related to the major organizational changes within the Division and in the various automated changes affecting the Division the Department. This position supervises Joint Operation Center for National Fuel Tax Compliance (JOC) Manager. Participates with the JOC Manager and in the decision-making in regard to the programs and projects associated with fuel tax compliance that affects North Carolina and other members of the JOC. This position assists in identifying audit/investigative leads due to potential non-compliance and assists in formulating projects and programs to determine non-compliance and to identify additional tax monies due North Carolina and other members of the JOC.

This positions work involves considerable public contact with taxpayers and their representatives- CPA's and/or lawyers; associations, such as the NC Truckers Association and the NC Petroleum Marketers Association; North Carolina Tobacco Wholesalers Association; Attorney General's staff; and others in order to provide detailed tax interpretations and explain tax procedures in complex or controversial cases. Other contacts include working closely with the Departmental attorney(s) and Administrative Officer(s); other state agencies such as State Highway Patrol, Department of Transportation, Division of Motor Vehicles and Department of Agriculture; federal agencies such as the IRS and the Federal Highway Administration. This contact is necessary in order to explain tax laws, defend decisions by auditors/investigators, and to negotiate and resolve problems.

## Knowledge Skills and Abilities/Management Preferences

- Thorough knowledge of Motor Fuels, Motor Carrier, Motor Vehicle, Tobacco, Alcohol, Privilege, Sports Wagering, Vapor Directory and Conveyance tax laws and divisional and departmental procedures.
- Ability to clearly communicate and give direction to others to be able to carry out the administration of the various taxes.
- Exceptional ability to create taxpayer correspondence, important notices and private letter rulings.
- Ability to review any written communication for accuracy and correctness.
- Supervisory experience; experience managing a section/unit.

**Recruitment Range: \$81,620.00 - \$131,097.00**

*Effective July 1, 2025, candidates now meet the minimum qualifications of a position if they have the minimum education and experience listed from the class specification. The knowledge, skills, and abilities listed in the vacancy announcement should be used as management preferences and be used to screen for the most qualified pool of applicants.*

**COMPENSATION & BENEFITS:** The state of North Carolina offers excellent comprehensive benefits. Employees can participate in health insurance options, standard and supplemental retirement plans, and the NCFlex program (numerous high-quality, low-cost benefits on a pre-tax basis).

**Some highlights include:**

- The best funded pension plan/retirement system in the nation according to Moody's Investor's Service
- Twelve paid holidays per year
- Fourteen vacation days per year which increase as length of service increases and accumulates year-to-year
- Twelve sick days/year which are cumulative indefinitely
- Paid Parental Leave
- Personal Observance Leave and Community Service Leave
- Longevity pays lump sum payout yearly based on length of service
- 401K, 457, and 403(b) plans
- Eligibility for the Public Service Loan Forgiveness Program

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*This position is subject to federal and state criminal background checks that may include fingerprinting 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.*

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. Any information omitted from the application cannot be considered for qualifying credit.

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

*If you have general questions about the application process, you may contact Human Resources at 919-814-1200 or [HumanResources@ncdor.gov](mailto:HumanResources@ncdor.gov). Individuals with disabilities requiring disability-related accommodations in the interview process, please call the agency ADA Administrator at 984-275-5832.*

### **Minimum Education and Experience**

Some state job postings say you can qualify by an "equivalent combination of education and experience." If that language appears below, then you may qualify through EITHER years of education OR years of directly related experience, OR a combination of both. See the Education and Experience Equivalency Guide for details.

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

### **EEO Statement**

The State of North Carolina is an Equal Employment Opportunity Employer and dedicated to providing employees with a work environment free from all forms of unlawful employment discrimination, harassment, or retaliation. The state provides reasonable accommodation to employees and applicants with disabilities; known limitations related to pregnancy, childbirth, or related medical conditions; and for religious beliefs, observances, and practices.

### **Recruiter:**

Heidi Jean Nolta

### **Recruiter Email:**

[HEIDI.NOLTA@NCDOR.GOV](mailto:HEIDI.NOLTA@NCDOR.GOV)

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