



STATE OF NORTH CAROLINA
invites applications for the position of:

Revenue Administration Officer III/Motor Fuels

JOB CLASS TITLE: Revenue Administration Officer III

POSITION NUMBER: 65023044

DEPARTMENT: Dept of Revenue

DIVISION/SECTION: Excise Tax-Motor Fuels

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

RECRUITMENT RANGE: \$56,046.00 - \$95,279.00

SALARY GRADE / SALARY GRADE EQUIVALENT: GN15

COMPETENCY LEVEL: Not Applicable

APPOINTMENT TYPE: Permanent Full-Time

WORK LOCATION: Statewide

OPENING DATE: 06/22/21

CLOSING DATE: 07/07/21 5:00 PM Eastern Time

DESCRIPTION OF WORK:

Salary Grade: GN15 **Recruitment Range:** \$56,046.00 - \$95,279.00

About the position:

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 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.

The Revenue Administration Officer III should be competent in the following attributes:

Manage Complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.

Action Oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

Nimble Learning: Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder.

Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Courage: Stepping up to address difficult issues, saying what needs to be said.

About the Department:

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.

This position is, currently, assigned as temporarily remote until conditions allow for assignment to the agency's usual physical location. However, this position may be expected to perform work in a DOR facility, requiring a face mask while on premises. This position may be eligible for full time/part time telework once DOR resumes operation under our standard Telework Policy.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

The Knowledge, Skills and Abilities listed below, along with the Minimum Education and Experience requirements, are REQUIRED to qualify for this position. We will not review attachments in lieu of Experience and Education listed on the application. Click on this [LINK](#) for additional information.

- Thorough knowledge of vapor products, motor fuels, motor carrier, motor vehicle, tobacco, alcohol industries, severance tax and privileges tax laws and divisional and departmental procedures.
- 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. Ability to analyze unusual, intricate or controversial tax problems, and identify and resolve discrepancies with tax law procedures.
- Ability to deal tactfully with a broad socio-economic range of taxpayers.
- Ability to clearly communicate and give direction to others to be able to carry out the administration of the various taxes.
- Ability to provide leadership and guidance when necessary.
- Ability to operate personal computer, use a variety of government mainframe systems and use Microsoft Office products such as spreadsheet and word processing software.

Management Preferences:

- Applicants who possess experience as an auditor and those who have experience with motor fuel tax laws.

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.

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 general questions about the application process, you may contact Human Resources at 919-814-1200 or HumanResources@ncdor.gov. Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919-814-1172.

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 #21-06247/65023044
REVENUE ADMINISTRATION OFFICER III/MOTOR FUELS
VW

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

noreply@nc.gov

Revenue Administration Officer III/Motor Fuels 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 nondelinquent 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. If selected for this position, the salary offered will be within the posted recruitment range of \$56,046.00 - \$95,279.00. Are you willing to accept a salary in this range? (NOTE: Answering "No" to this question will result in your application being withdrawn from further consideration for this position).
- Yes No
- * 3. Please select the education and experience level that best reflects your education and related experience:
- Bachelor's (or higher) 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
- Associate's degree in Business/Public Administration, Economics, Accounting or related field from an appropriately accredited institution and seven (7) years of experience in tax accounting and auditing work including two (2) years in administrative or supervisory capacity
- Equivalent combination of AT LEAST seven years of education and/or experience in tax accounting and auditing work including two (2) years in administrative or supervisory capacity
- * 4. Do you have motor fuels tax administration experience (must be documented in the work experience section of the application)?
- Yes No
- * 5. Do you have experience in explaining and interpreting policies, regulations, and processes (must be documented in the work experience section of the application)?
- Yes No
- * 6. 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
- * 7. 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
- * 8. Where did you learn about this opportunity?
- OSHR Website
- Indeed
- NC DOR Website
- Twitter
- Facebook
- Friend/Colleague
- LinkedIn
- Other

* Required Question