

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Individual Income Tax Specialist
Position Number: 58106120
Division: Business & Income Tax
Band/Salary: 7/\$24.23 - \$26.50/hr DOQ
*Training Assignment salary would be 5% less DOQ
Status: Permanent/Full-Time
Location: Helena
Union: No
Supplement: Yes
College Transcripts: Yes
Closing Date: January 29, 2009

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys the challenge of working with complex individual income tax issues. As an Individual Income Tax Specialist you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic and a positive attitude; enjoy working with, and for, the public.

This position is responsible for providing expert guidance for the administration of the individual income tax program. Individual Income Tax Specialists provide advisory level expertise on functions necessary to ensure the quality and effectiveness of the complex work associated with individual income tax. Some of the duties associated with this position include; communicating the Department's position regarding income tax issues to internal and external stakeholders, preparing division correspondence, developing and reviewing tax returns, assisting with appeals, providing assistance throughout the legislative process and conducting quality review audits.

If you have the skills to understand and apply laws, rules, policies and procedures as well as the ability to make sound decisions, we encourage you to apply.

The Individual Income Tax Specialist must possess extensive knowledge in accounting principles and federal and state income tax practice and law. The Individual Income Tax Specialist should also have a thorough knowledge of office product software, have exceptional writing skills, experience in giving informal and formal presentations, and possess advanced communication skills.

Competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to a bachelor's degree in accounting, business management, or finance. Five years of related experience. Other combinations of education and experience will be evaluated on an individual basis. A certified public accountant is preferred. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also

makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$50,000.00 / yr is:

Wages:	\$50,000.00
Benefits:	\$ 7,512.00
Retirement:	\$ 3,450.00

Total Average Wage Package \$60,962.00

Application Process and Deadlines

- This job announcement and the Montana State Application form can be found on the Internet at www.mt.gov/revenue.

- All application materials must be received by 5:00 PM on the closing date.

- Application materials may be submitted by sending directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

- Applications can be taken to any Montana Job Service Office and must be date stamped by the closing date, or

- You can fax your application to the Human Resource Office at 406-444-6998. If you fax your application, you will need to call 406-444-9858 to verify all pages are legible

- **Late, unsigned or incomplete applications will not be considered.**

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana Application forms are now available on the Internet at www.mt.gov/revenue.
2. Supplemental questions.
3. Copy of College or University Transcripts
4. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Training Assignment: A training assignment may be considered if an applicant does not meet the minimum qualifications. The salary for a training assignment is typically 5% less than the advertised salary.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act: In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

Supplement Questions

Position Number: 58106120

Position Title: Individual Income Tax Specialist

Application Deadline: January 29, 2009

Instructions: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

1. Please describe your income tax work experience.
 - 1 A. Give specifics details regarding all stages of your audit work and tax experience;
 - 1 B. Provide dates and details regarding any training courses taken that relate to the job duties of an auditor/specialist.

2. Please describe your federal income tax knowledge. Give specifics on past work experience including years working with the Internal Revenue Code and the level of that work.