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# Example of Tax Examiner Job Description

Our growing company is looking for a tax examiner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for tax examiner

* Handles the day-to-day operations of the Tax Credit Unit
* Provides supervision by coordinating assignments, analyzing reports and giving directions to staff
* Serves as liaison between customers and the Department/Unit
* Develops position also develops and implements procedures and guidelines to ensure the accurate and adequate processing of tax documents
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* Supervises the examining of taxpayer records to determine compliance with tax codes and ensure established productivity standards for the unit are met
* Researches and gathers information for HOA issues
* Conduct reviews and analysis of tax records and tax returns
* The person will do data entry, maintain records and send written correspondence to taxpayers and respond to email messages as well
* Process Individual and Fiduciary return work items and cases at an accelerated pace

## Qualifications for tax examiner

* An undergraduate core program in a business-related field (business, accounting, finance, economics, ) or public administration, AND
* One year Experience providing customer service by telephone, in writing and person to person by employing appropriate interpersonal communication techniques
* Knowledge of tax laws and experience using computer software applications like Microsoft Word and/or Excel (or equivalent)
* Customer service skills to include active listening and sound judgment
* Professional oral, written, and interpersonal communication skills
* Innovative with a good understanding of the Unit’s goals and responsibilities