



CULLMAN COUNTY COMMISSION

VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	11/21/2023	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	GOVERNMENTAL TAX ANALYST OR REVENUE EXAMINER/AUDITOR	
DEPARTMENT	SALES TAX OFFICE	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal	
PAY GRADE	Grade C7 or C8, Step TBD based on qualifications and experience	
POSITION DESCRIPTION	Employees in this job are responsible for performing financial audits on businesses. Checks for overall tax compliance and explains tax laws to business owners or their representatives. Completes initial and final reports and forwards to Director/Assistant Director. Other duties may be assigned.	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none">• Knowledge of accounting and auditing principals and methods.• Knowledge of accounting software.• Knowledge of office procedures and standard office machines and equipment.• Must possess personal computer skills to complete reports and process accounting data.• Must possess writing skills to complete clear and concise reports.• Ability to effectively communicate with business leaders and/or their representatives.• Ability to deal with controversial matters in a tactful manner.• Ability to establish and maintain effective working relationships with superiors and associates.• Must possess a valid Alabama driver license and be in compliance with the County's insurance requirements for operating a county vehicle.	
EDUCATION	High school diploma (or equivalent) required. Bachelor's Degree in Accounting required for Revenue Examiner/Auditor position. 3-5 years' experience in accounting or business finance preferred. Ability to obtain and maintain certification as a County Revenue Officer. Ability to obtain and maintain certification as a Certified Governmental Tax Analyst or a Certified Revenue Examiner as recognized by the Alabama Local Tax Institute of Standards and Training.	
HOW TO APPLY	Employment applications are available on our website at www.co.cullman.al.us , or from the Personnel Department at the County Courthouse, 500 2 nd Ave SW-Room 109, Cullman, AL 35055. Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or: Mailed to: 500 2 nd Ave SW, Cullman, AL 35055 Emailed to: personnel@co.cullman.al.us Faxed to: (256) 775-4670 The Personnel Department may be contacted at (256) 775-4879	

Cullman County Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other protected status.