



Revenue & Tax Manager

CITY OF LOUISVILLE, COLORADO



Revenue & Tax Manager

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COMPENSATION

The expected hiring range is **\$92,456–\$108,659**, depending on qualifications, with a competitive benefits package.

Residency within the City of Louisville is not required for this position.

EDUCATION & EXPERIENCE

Completion of a bachelor's degree program with major coursework in accounting, finance, business administration, or a related field from an accredited college or university, plus a minimum five (5) years of experience in accounting, auditing, or tax collections; at least three (3) years of supervisory experience is preferred. Experience in sales and use tax of a Home Rule city and tax auditing experience in state or municipal jurisdictions is strongly preferred. Any equivalent combination of training and experience providing evidence that the applicant possesses the required knowledge, skills and abilities to perform the essential functions of the position will be considered.

QUESTIONS

Please direct any questions regarding the position or the recruitment process to Human Resources Manager Paula Knapek at paulak@louisvilleco.gov.



About the Position

The City of Louisville, Colorado is seeking a knowledgeable, enthusiastic, and experienced **Revenue & Tax Manager** to join our Finance Department.

The **Revenue & Tax Manager** is a highly responsible, management-level position responsible for administering the City's tax compliance program and tax revenues. This position reports to the Director of Finance and supervises three staff members within the tax division, which serves as the City's primary point of contact with businesses and vendors regarding sales tax, business license issuance and renewal, and City tax code interpretation.

Additional responsibilities include overseeing the City's tax compliance program, which includes taxpayer audits, administering sales and use tax returns, notifying businesses of incorrect returns, pursuing delinquent and non-filing businesses, and maintaining all vendor files. This position also conducts Taxpayer Assistance Seminars and outreach education efforts, and is responsible for preparing and monitoring the budget for the tax division.

HOW TO APPLY

To review the full job description, or to apply for the Revenue & Tax Manager position, please visit LouisvilleCO.gov/Jobs.

This position is open until filled.



About Our Community

Established in 1878, Louisville's history is rooted in mining and agriculture. Over the years, the city has grown into a vibrant, thriving, and innovative community with a high standard of living. Nestled along Colorado's Front Range, Louisville is located in Boulder County, just nine miles east of Boulder and about 22 miles northeast of Denver.

Nearly 70% of Louisville residents possess a college degree, and the community is continuously ranked amongst the best places in the country to live and raise a family. With approximately 1,900 acres of open space, 28 parks, and more than 32 miles of interconnecting trails for biking and hiking, Louisville residents enjoy a myriad of opportunities to enjoy the natural beauty of Northern Colorado.

In addition to abundant recreational opportunities, Louisville residents also have convenient access to arts and culture amenities, excellent dining and shopping destinations, and the state's third-highest ranked school district. In the City's 2020 Citizen Survey, 99% of survey respondents rated Louisville as a place to live as excellent or good, and 98% rated its quality of life as excellent or good.

Louisville's authentic Main Street contributes to the city's small-town feel and hosts outdoor dining, craft breweries, galleries, boutiques, a state-of-the-art library, and more. World-class medical care includes the Avista Adventist Hospital in Louisville, the Boulder Medical Center, and several hospitals in Denver, including Children's Hospital Colorado and the Anschutz Medical Campus. A robust transit system, the Regional Transportation District (RTD), connects the city to the region.

The city's proximity to the University of Colorado and the Colorado School of Mines, as well as several national laboratories including NOAA, NIST, and NCAR, has helped foster a robust high-tech business and manufacturing presence in Louisville's Colorado Tech Center, a master-planned business park.

As Money magazine noted, "Add in dry, clear weather, little crime, good health care, low taxes, and Louisville is pretty tough to beat."



POPULATION

20,975

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MEDIAN AGE

41.1

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MEDIAN HOME VALUE

\$677,000

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MEDIAN HOUSEHOLD INCOME

\$125,124

Revenue & Tax Manager Responsibilities

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- ▶ Develops, implements, and maintains the City's revenue and tax programs.
- ▶ Conducts and supervises City tax audits of businesses to assure compliance with City ordinances. Audit work includes reviewing taxpayer records, determining exceptions from city ordinances, preparing final audit findings, and generating assessments.
- ▶ Evaluates audit practices and recommends changes as necessary to improve efficiency.
- ▶ Performs detailed analysis on inputs and data from the Tax System.
- ▶ Prepares and records transactions to accounts, journals, ledgers, and other record books and prepares periodic financial and statistical statements, reports, and tabulations.
- ▶ Provides data on sales tax and use tax collection and reports for management.
- ▶ Develops ordinances, regulations, policies, and procedures to ensure efficient revenue and tax collection.
- ▶ Interprets applicable codes and ordinances; determine violations and noncompliance; recommends effective corrective measures; participates in collecting delinquent accounts.
- ▶ Communicates audit procedures and results to hearing officer at informal meetings, hearings, and in court.
- ▶ Prepares documentation for issuance of summons for violations and may represent Louisville as a taxation expert witness in hearings and appeal proceedings.
- ▶ Evaluates and recommends changes to systems for operational efficiencies.
- ▶ Maintains liaison with appropriate county and state agencies regarding taxing issues.
- ▶ Educates taxpayers concerning sales tax, audit and collection procedures, and tax return preparation via Taxpayer Assistance Seminars.
- ▶ Assists in the preparation of the operating budget for division. Monitors and tracks expenditures/revenues and prepares budget reports as requested. Performs cost control activities, monitor revenues and expenditures to assure sound fiscal control. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- ▶ Performs varied office work related to the administration of tax and license laws and ordinances; license taxable businesses; assist in reviewing and proposing changes to the tax code.
- ▶ Formats and updates filing forms, coordinates changes and printing of forms and assembles packets and mails to vendors.
- ▶ Plans, assigns, directs the work of subordinates, and conducts performance evaluations.





About the Organization

The City of Louisville is a home rule municipality operating under the council-manager form of government. The seven-member city council consists of the mayor, elected at large, and six councilmembers elected from three wards, all of whom are elected on a nonpartisan basis. The mayor and councilmembers serve four year terms and are limited to two consecutive terms. Ward representative elections are staggered, with elections happening in odd-numbered years.

The city council sets policy, enacts ordinances, adopts the biennial budget, and hires the city manager, who oversees day-to-day operations, as well as the city attorney, municipal judge, and prosecuting attorney.

VISION

The City of Louisville is dedicated to providing a vibrant, healthy community with the best small town atmosphere.

MISSION

Our commitment is to protect, preserve, and enhance the quality of life in our community.

VALUES

Innovation
Collaboration
Accountability
Respect
Excellence

The City's structure and operations have been designed to ensure an open and responsive government that integrates a highly dedicated staff, thoughtful elected officials, an involved citizenry, diverse businesses, and regional cooperation to provide high-quality and cost-effective services.

Louisville provides a wide range of services to residents and businesses, including water and sewer; police protection; planning, zoning, and building safety; street and road maintenance; parks, open space, and recreation; a library; a historical museum; and a golf course.

 **ANNUAL BUDGET** \$29.6M GENERAL
\$87.6M TOTAL

 **CITY STAFF** 200 FULL-TIME
225 PART-TIME & SEASONAL