

**Louisiana Sales and Use Tax Commission for Remote Sellers**  
**Tax Officer/Compliance Position**  
**Job Description**

**JOB DUTIES AND RESPONSIBILITIES**

The incumbent of this position is responsible for handling billing and collection for the Louisiana Sales and Use Tax Commission for Remote Sellers. The incumbent must have a thorough knowledge of the tax laws, departmental policies, procedures and regulations.

The specific duties are as follows:

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- Issues delinquent and other compliance notices to taxpayers
- Receives and responds to incoming telephone calls and correspondence pertaining to tax due notices issued by the Commission for sales and use tax.
- Collects delinquent taxes for remote sellers sales and use tax accounts. Enforces state and local revenue laws and assists taxpayers in complying with requirements of such laws.

30%

- Assists taxpayers and confers and correspond with taxpayers, accountants, CPAs and attorneys to gather information, analyze and resolve problems, and provide technical advice.
- Reviews requests for waiver of penalties and makes a recommendation to the Executive Director and/or Commission.
- Processes files for approval/disapproval for currently not collectible status.

5%

- Performs other duties as assigned by the Executive Director.

**QUALIFICATION REQUIREMENTS:**

**MINIMUM QUALIFICATIONS:**

A baccalaureate degree plus one year of professional experience in accounting, financial auditing, tax enforcement, taxpayer assistance, tax collection, tax systems work, tax auditing, tax audit review, tax law, tax accounting, management analysis, or administrative services.

**SUBSTITUTIONS:**

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the

baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

A master's degree will substitute for the one year of required experience.

Possession of designation as a Certified Public Accountant or CPA Inactive will substitute for the one year of required experience.

Possession of a current license to practice law in Louisiana will substitute for the one year of required experience.

### **Physical Requirements:**

The following physical requirements are typical of positions which take place in a climate controlled office environment and require performance of general administrative and/or clerical duties. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions of the job.

While performing job duties, employee is required to:

- Frequently sit, occasionally stand, walk and move about the office environment.
- Constantly use arms, hands and fingers to utilize standard office equipment such as computers, keyboards, adding machines, telephones, copier/printers and filing cabinets, and occasionally write by hand.
- Constantly listen to speech by telephone and perceive the nature of speech at normal speaking levels, requiring the ability to receive detailed information by telephone, express and exchange ideas by means of the spoken word, and speak clearly to convey detailed or important instructions to callers.
- Lift and/or exert up to 25 pounds of force occasionally, and up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects such as paper, files, telephone receivers, staplers, filing cabinet and desk drawers, and boxes of files.

- Constantly have close visual acuity to perform activities such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, extensive reading, and operating standard office equipment.
- Occasionally operate a motor vehicle.

**Working Environment:**

Employee will perform duties in an office environment which is not exposed to adverse environmental conditions, hazards, or poor air quality or ventilation. On occasion, employee may travel by motor vehicle to other locations to perform duties which will also be performed in an indoor climate controlled environment.