



## JOB DESCRIPTION

<b>JO #</b>	769882
<b>Business Title:</b>	Tax Audit Grad Intern
<b>Positions Needed:</b>	1
<b>Hourly Range:</b>	\$17.90 - \$26.73
<b>Division/Work Unit:</b>	Tax Audit & Enforcement / D/C of Tax Audit & Enforcement
<b>Work Location:</b>	375 Pearl Street, New York, NY 10038 <i>(in-office position, NO REMOTE/HYBRID)</i>

The NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

### **Division Description:**

DOF's Tax Audit and Enforcement Division is charged with the audit of all business and excise taxes administered by New York City. The division conducts audits related to corporate, personal, sales, and use taxes. City tax auditors conduct audits of selected audit candidates with a goal of determining the appropriate tax liability of each taxpayer and applying NYC rules and laws in accordance with the City's policies and procedures.

### **Job Description:**

The Office of Tax Audit is charged with the audit of all business and excise taxes administered by the City of New York. Tax Audit conducts audits of general corporation tax, business corporation tax, commercial rent tax, unincorporated business tax, hotel tax, utility tax, real property transfer tax, and bank tax. Tax Audit also conducts NYC personal income tax and sales and use tax audits within New York City. Tax auditors conduct audits of selected candidates in the various administered taxes, with a goal of determining the appropriate tax liability of each taxpayer. The Office of Tax Audit includes the Field Unit, which conducts audits in the field, and the Non-field Unit, which conducts correspondence audits.

The Deputy Commissioner of Tax Audit is seeking a Tax Audit Grad Intern. Reporting to the Tax Audit Property Manager, duties and responsibilities include the following:

Assisting Case Advocate on researching and investigating facts in cases; Researching policy implicated by systemic problems.

- Assist in designing, developing, and developing reports and workflows based on business requirements.
- Work with the team in setting the overall Microsoft and BTS (Business Tax System) and Development directions.
- Assist in preparing technical documentation and supporting our Technical Trainer to develop business user training on portal functionality and custom solutions.
- Support the DC office with special projects as assigned.
- Scan and post documents into the Visio Computer System.

**Preferred Skills:**

- Experience with advanced knowledge and in-depth understanding of Microsoft Office SharePoint Server 2013, SharePoint Designer, InfoPath, Windows SharePoint Services 3.0 and SharePoint Foundation 2013.
- Background with .NET development and Microsoft SQL Server a plus.
- Understanding of Microsoft's App Model, Office 365 and Azure a plus.
- Strong interpersonal and teamwork skills with the ability to prioritize and organize work assignments, performing work in an independent environment and in a team setting.
- Excellent analytical skills.
- Customer service skills.

**Minimum Qualifications:**

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

**Additional Information:**

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.