

**DUTIES STATEMENT**

**EXEMPT CLASS**

**DEPARTMENT OF FINANCE**

**CHIEF TAX COMPLIANCE OFFICER (FINANCE)**

Under executive direction, the Chief Tax Compliance Officer (CTCO) is responsible for planning, designing, implementing and maintaining compliance and audit programs, policies and procedures that promote and fosters ethical and compliant behavior and provides the basis for ensuring adequate internal controls and compliance with all laws and regulatory requirements. The CTCO develops and implements business management plans to meet objectives such as improved case turnaround time and consideration of enhanced structuring of the units. The CTCO represents the Commissioner at meetings and conferences concerning policy and operational issues and agency activates. The CTCO participates in the formulation and implementation of Tax Audit & Enforcement policies and recommends changes in policies and procedures as deemed necessary; develops and implements division strategic plans ensuring consistency with the agency's mission.

Performs related work.