



Louisiana Uniform Local Sales Tax Board Position Description

TAX RESEARCH ANALYST

Salary Range: \$70,000-98,992 (Source: ULSTB Draft Pay Scales 2017-18 Budget Doc.)

Creation Date: 08/01/2019

Change Date: 00/00/0000

FUNCTION OF WORK:

This position serves as a technical advisor to the Executive Director regarding sales and use taxes administered by local collectors, assists the Executive Director in the development and execution of the Board's programs and policies and performs all ministerial, supervisory and support duties assigned by the Executive Director.

LEVEL OF WORK:

This position is a Program Manager level of work.

SUPERVISION RECEIVED:

General instruction from the Executive Director.

SUPERVISION EXERCISED:

Project basis supervision over other Board staff.

LOCATION OF POSITION:

Louisiana Uniform Local Sales Tax Board.

JOB DISTINCTIONS:

Differs from other Board jobs by the presence of a responsibility for serving as technical advisor to the Executive Director/LULST Board regarding sales and use taxes administered by local collectors.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

- (1) Analyzes complex tax laws and regulations; based on research findings, assesses policy and procedure problems and prepares reports of findings for the Executive Director.

Tax Research Analyst Position Description

- (2) Participates in the drafting and promulgation of tax regulations and policies; aids in designing tax forms, tables, and formulas.
- (3) Researches and prepares for distribution formal and informal Board tax advisories, private letter rulings, and related policy advice communications.
- (4) Confers and corresponds with taxpayers, local collectors, attorneys, CPAs, legislators, and governmental personnel to explain policies and procedures, laws and regulations, the impact of financial data, etc.
- (5) Analyzes reports, trends, and economic conditions to project tax revenues; utilizes projections to determine the financial impact of proposed legislation; and prepares fiscal worksheets on such effects.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

Any of the following will qualify:

- (1) A baccalaureate degree with twenty-four semester hours in accounting plus four years of professional level experience in accounting, financial auditing, tax audit review, tax systems work, tax accounting, tax auditing, tax enforcement, taxpayer assistance, tax collection, tax law, management analysis, or administrative services.
- (2) Possession of designation as a Certified Public Accountant or CPA Inactive plus three years of professional level experience in accounting, financial auditing, tax audit review, tax systems work, tax accounting, tax auditing, tax enforcement, taxpayer assistance, tax collection, tax law, management analysis, or administrative services.
- (3) Possession of a current license to practice law in Louisiana plus twelve semester hours in accounting plus two years of professional level experience in accounting, financial auditing, tax audit review, tax systems work, tax accounting, tax auditing, tax enforcement, taxpayer assistance, tax collection, tax law, management analysis, or administrative services.

SUBSTITUTIONS FOR EXPERIENCE:

Graduate training in accounting will substitute for the required experience on the basis of thirty semester hours for a maximum of one year of experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.