



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural

Position: Taxpayer Account Administration
Tax Administration Manager (WMS 2)

Division: Taxpayer Account Administration

Location: Tumwater, WA

Notice: WMS 06-0001

Opens: February 6, 2006

Closes: February 17, 2006

Primary Duties:

The Tax Administration Manager (TAM) manages and directs the daily operations of a unit in of Taxpayer Account Administration providing fair and uniform application of tax laws and promoting an optimal level of accurate tax reporting and payment through efficient tax administration and taxpayer education. This position is required to plan strategies to meet division program objectives and implement tax programs within division budget and staffing constraints. The TAM also represents the division on committees that deal with tax policy, tax application, systems development, and operations policy and procedures.

Compensation:

\$ 52,050 to \$63,617 annually (WMS 2), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Desired Qualifications (Knowledge, Skills & Abilities):

Ability to work in a fast pace environment with high work volumes, complex systems and multiple competing priorities. Knowledge of and demonstrated skill in applying organization development techniques, conflict resolution and problem solving methodologies, quality principles, and experience in financial management is desired. Excellent communication and leadership skills, the ability to coach and mentor staff, the ability to work with individuals at all levels in an organization and a sense of humor are highly desirable. Understanding of Government Management, Accountability, and Performance (GMAP), administrative procedures, Civil Service Rules, Washington Management Service Rules, collective bargaining agreement, Americans with Disabilities Act, Diversity and Equal Employment Opportunity policies is essential.

beauty. Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

**Working Together to Fund
Washington's Future**

The successful candidate should possess a Bachelor's Degree, experience in operations management, knowledge of Washington State tax law; experience in project management, implementing financial systems and financial controls, and proven track record in managing human resource issues.

How to Apply:

A letter of interest addressing your experience and qualifications relevant to the position, a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers: one supervisor, one subordinate, and one person outside your immediate work environment.

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dor.wa.gov/forms/ApplicantProfileDataForm.doc> Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement to the following address:

Submit Applications to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Fax: (360) 664-0658
please indicate position title on cover

Mail: State of Washington Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Special Note:

Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.