



JOB VACANCY POSTING NOTICE

Job ID: 368708
Business Title: Director, Business Tax Services
Proposed Salary Range: \$120,000 - \$140,000
Division/Work Unit: Legal Affairs/Business Tax Services
Work Location: 345 Adams Street, Brooklyn, N.Y.
(Current location but could be subject to change)
Career Level: Manager
Civil Service Title: Executive Agency Counsel **Level:** M3

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:

Headed by the agency's General Counsel/Deputy Commissioner for Legal Affairs, the Legal Affairs Division serves as the in-house legal department for the NYC Department of Finance. The Division provides professional and comprehensive legal advice and services in support of a full range of City tax and other revenue-related matters handled by agency operating divisions. Legal Affairs attorneys and staff handle diverse legal areas including New York City real property taxes and exemptions; business income and excise taxes; collections; parking violations; treasury; land registry; FOIL; employment law; and other agency matters.

Job Description:

The Legal Affairs Division seeks a self-motivated and experienced tax attorney to serve as the Director of the Business Tax Services Unit. Reporting to the Deputy Commissioner for Legal Affairs/General Counsel, the Director will manage the Business Tax Services Unit, working closely and in coordination with the Deputy Commissioner of Audit & Tax Enforcement, Tax Policy and DOF managers on significant tax and audit related matters. The Director will advise on complex tax-related legal and tax policy matters and provide legal and operational guidance on tax audit and enforcement related issues.

Under general direction with wide latitude for the exercise of independent judgment and legal knowledge, the selected Director will handle the following:

Coordinate the development of technical tax bulletins, Statements of Audit Procedure and other technical guidance. Expand guidance provided to taxpayers and their representatives in a manner that meets the needs of stakeholders.

Supervise attorneys, projects and the operations of the Business Tax Services Unit. Provide legal advice and guidance to Audit in connection with operational Audit procedures, guidelines and policies.

Handle technical tax correspondence and inquiries from taxpayers, practitioners and representatives relating to Audit issues, collaborating with Legal and Audit managers on responses. Serve as the agency point person for taxpayer correspondence and inquiries on City tax audit and enforcement matters and policies related to City Business Income and Excise tax matters.

JVN #368708

Collaborate with operational staff, Audit and Legal Affairs attorneys in all tax focused units on implementing legislative and other changes to City tax laws.

Consult with Tax Audit managers, attorneys and stakeholders to understand the need for additional rules, policies and guidance for enacted legislation.

Represent the agency with tax practitioner groups, industry and other public groups. Present and speak at professional conferences and events.

Prepare and explain legal analysis and advice on substantive technical tax matters, as required by the Deputy Commissioner for Audit & Enforcement or Deputy Commissioner/General Counsel. Together with Legal Affairs Directors, managers and division tax lawyers, draft and review with legislation and rules.

In addition, the Director will perform the following:

- Handle a function responsible for a legal activity of significant policy or financial consequences;
- Serve as a legal counselor to the agency's managerial and executive staff;
- Advise and recommend on questions of law, fact and administrative policy

Preferred Skills:

- Strong technical and legal background and experience in New York City Business Income and Excise Taxes as well as knowledge of City business income and excise tax audit procedures.
- Proven ability to lead, motivate and manage on complicated tax projects and to meet deadlines. Excellent communication and writing skills.
- Experience in tax audit as well as an LLM or other legal coursework in tax law is preferred.· Experience in tax audit as well as an LLM or other legal coursework in tax law is preferred.

Minimum Qualification Requirements:

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Additional Information

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.

Residency Requirement:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

Click the "Apply Now" button.

While we appreciate every applicant's interest, only those under consideration will be contacted.

Posting Date: 10/16/2018

Post Until: 11/15/2018

The City of New York is an Equal Opportunity Employer