



## JOB VACANCY POSTING NOTICE

<b>Job ID:</b>	389721	
<b>Business Title:</b>	Chief, Business Tax Services	
<b>Proposed Salary Range:</b>	\$78,574 - \$146,000	
<b>Division/Work Unit:</b>	Legal Affairs/Business Tax Services	
<b>Work Location:</b>	375 Pearl Street, New York, NY 10038 (Current location but could be subject to change)	
<b>Career Level:</b>	Executive	
<b>Civil Service Title:</b>	Executive Agency Counsel	<b>Level:</b> M4

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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 with management experience to serve as the Chief of Business Tax Services. Reporting to the Deputy Commissioner for Legal Affairs/General Counsel, the Chief will manage and coordinate the activities of the legal department's tax units to deliver top quality tax administration services to Business Income and Excise taxpayers and their representatives, as well as to DOF's tax focused operating divisions.

The Legal Affairs tax units, including Business Tax Services, Tax Law and the Tax Advocacy and Resolution Unit, will report to the Chief. The selected tax professional will have experience in State and Local tax law, a background in tax audit and excellent management skills. The Chief will manage Legal Affairs' tax focused projects to deliver high quality, professional and customer focused advice and counsel on complex tax-related legal and tax policy matters, as well as 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 candidate will handle the following:

- Direct the Legal Affairs tax units to identify and appropriately handle important tax related policy and legal issues.
- Coordinate the development of technical tax bulletins, Statements of Audit Procedure, letter rulings 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. Provide for cross training opportunities within the tax units to enable staffing of important tax projects.
- 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.
- 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, forms, instructions 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.
- Draft and review legislation and rules. Supervise and manage large drafting projects that require coordination between attorneys and units.

In addition, the Chief 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.

**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.

**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.
- Outstanding interpersonal skills and proven ability to collaborate, 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.

**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:** 4/11/2019

**Post Until:** 5/16/2019

**The City of New York is an Equal Opportunity Employer**