

## **LOUISIANA ASSOCIATION OF TAX ADMINISTRATORS**

### **JOB ADVERTISEMENT – Revised 08/05/2021**

#### **POSITION: EXECUTIVE DIRECTOR**

#### **DUTIES:**

- Conduct administrative duties of the organization including managing membership activities, monitoring financial activities, coordinates and attends all LATA Conferences /Seminars/ Information Exchange Meetings, attend and monitor actions of various legislative created commissions that discuss state and local tax laws and policies.
- Receive, respond and disseminate correspondence and other communications received by the organization. Acts as liaison between LATA and other affiliated entities such as Louisiana Department of Revenue, Louisiana Uniform Local Sales Tax Board and Louisiana Sales and Use Tax Commission for Remote Sellers.
- Conducts research and gathers data on local tax issues at the request of LATA President and Board of Directors.
- Monitors the Louisiana State Legislature when in session and follows proposed legislative bills which involve state and local taxes including sales and use taxes, ad valorem taxes, occupational license taxes, hotel occupancy taxes and insurance premium taxes.
- Perform other duties as directed by the President and Board of Directors.

#### **QUALIFICATIONS:**

- Bachelor of Science Degree in Business or related field with five (5) years experience in Business or related field; or high school diploma or equivalent plus eight (8) or more years experience in Business or related field.
- Possess strong computer experience with spreadsheets and word processing software applications.
- Ability to maintain confidentiality concerning tax information received or obtained from other persons or sources.
- Ability to communicate clearly and tactfully with members, affiliated liaison association representatives and taxpayers via telephone, mail and in person.
- Ability to work and interact with members, affiliated liaison associations representatives and taxpayers.
- Must be able to pass background check and obtain financial bonding.

#### **EMPLOYMENT STATUS:**

- Part-time position by contract.

#### **CONTRACT COMPENSATION:**

- Negotiable.