

**ST. JAMES PARISH PUBLIC SCHOOL SYSTEM
P. O. BOX 338
LUTCHER, LA 70071
Phone: (225) 258-4500**

NOTICE OF POSITION

POSITION: Sales & Use Tax Field Auditor

The St. James Parish School Board is seeking applicants for the position of Sales & Use Tax Field Auditor to perform field and desk audit work in the examination of accounting and other related fiscal records of business firms and individuals to verify compliance with the state and local sales and use tax laws and to determine any liabilities due and payable to St. James Parish.

REQUIREMENTS: Bachelor's Degree in Accounting from an accredited 4-year college / university; Minimum of one (1) year experience in performing sales and use tax audits or accounting functions for either of the following entities: state and / or local government, an accounting / auditing / consulting firm or private company; Use of computer-assisted auditing including generally recognized sampling techniques and standards to project audit findings; Knowledge of researching and interpreting state and local laws, ordinances, and regulations relating to sales and use tax administration and enforcement; Excellent organizational, oral and written communications skills; Proficiency in the use of Microsoft Office Suite and other computer software.

SALARY: According to Salary Schedule

TERMS OF EMPLOYMENT: 12 Months (242 Days)

APPLICATON DEADLINE: Wednesday, March 15, 2023 at 4:00 PM

All applications must be completed in the online portal using the *url* on the Human Resources Department tab on the district website (www.stjames.k12.la.us). Please include a cover letter and resume.

Interviews for qualified applicants are tentatively scheduled for the week of March 20, 2023.

Contact Kelly Morton Cook, Administrative Director of Human Resources / Risk Management, St. James Parish School Board with any questions at kcook@sjpsb.org