

## **COMPLIANCE OFFICER 1 and 2 GENERAL**

Under the general direction of a group head, incumbents in these classes are responsible within an assigned geographical area, to ensure that the provisions of the various Tax Acts and regulations are adhered to by all purchasers, vendors, users and others included under the jurisdiction of the Acts. Supervision of Compliance Officer 1 and clerical support staff may be required of incumbents at the 2 level. The Compliance Officer 1 classification is the recruitment and training level. Promotion to Compliance Officer 2 will normally occur after completion of at least two years of satisfactory performance.

### **TYPICAL DUTIES**

- Inspects businesses, auditing and examining the books of accounts, records and documents to estimate the tax liability compared to tax remitted or to establish whether or not the various Acts are being complied with and to what degree.
- Analyzes the accounting procedures that purchasers, vendors, users and collectors will follow in the collection and remittance of taxes under the various Acts and ensures that procedures are adequate to comply with the Acts.
- Determines the types of licenses or permits required by a vendor and may check statistical classification.
- Calls on purchasers, vendors, users and others to inform them of the regulations and requirements of the pertinent Act or Acts and their implications.
- Ensures remittance of taxes by users, vendors, purchasers and others.
- May seize or cause to be seized books of accounts, records or other documents or evidence in order that proceedings may be begun.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge, Abilities and Skills**

- A thorough knowledge of the Tax Acts and regulations for which he is responsible to ensure compliance.
- Knowledge of accounting principles as they apply to taxation.
- Ability to deal firmly but tactfully with the public.
- Ability to prepare clear and concise reports.
- Ability to supervise junior staff in the absence of the group head or as required.

#### **Education, Training and Experience Education, Training and Experience**

Grade XII education and business experience with some knowledge of accounting and experience in dealing with the general public preferably as a Compliance Officer.

“This information is available in alternate formats upon request.”

## **COMPLIANCE OFFICER 3 GENERAL**

Under the direction of the Chief Compliance Officer an incumbent in this class is responsible for the supervision of a group of Compliance Officers 1 and 2. He is required to correlate the activities of their groups and be able to advise and assist them generally in carrying out their duties. He is required to discuss all ramifications of the various Tax Acts with company officers, lawyers, accountants and others.

### **TYPICAL DUTIES**

- Supervises a group of Compliance Officers 1 and 2, judging the completeness and adequacy of their reports, noting developments in each Compliance Officer's territory and assisting them in developing the required skills.
- Supervises the territories of Compliance Officers 1 and 2, to ascertain the effect of a Compliance Officer's visit to an account; to visit accounts with an officer to observe and criticize constructively the approaches, performance and ability to communicate; to follow up any complaints and improve relations with accounts where difficulties may have occurred.
- Provides liaison between the department and Compliance Officers; assist in information flow; submits recommendations concerning applications of the acts and departmental procedures; correlates work flow and duties of Compliance Officers.
- Deals directly with accounts requiring special attention and with senior officers of companies, lawyers and accountants.
- Processes forms and submissions of Compliance Officers; obtains information concerning status of account and clarification of Acts; codes and classifies applications; corresponds with out-of-province enquiries concerning compliance matters.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge, Abilities and Skills**

- Thorough knowledge of the pertinent Tax Acts and regulations.
- Working knowledge of acceptable accounting principles and procedures as they apply to taxation.
- Ability to deal effectively with company officials, lawyers, accountants and others.
- Ability to supervise and correlate the activities of Compliance Officers 1 and 2.
- Ability to report clearly and concisely to the Chief Compliance Officer or other branch officials.

**Education, Training and Experience**

- Grade XII education and business experience with a working knowledge of accounting.
- Considerable experience in dealing with the general public in the field of tax investigation and compliance including supervision of subordinates.

**Physical Standards**

Physically capable of performing the duties assigned.