



JOB TITLE: Business Taxes Intern (2 positions)

LOCATION: Riverside District Office **HOURS:** 15-20 a week

Job Requirements

Knowledge of:

- Organization of the Board of Equalization
- Departmental administrative policies, rules and regulations
- Personal computer database, spreadsheet and word processing programs
- General office procedures and practices
- Correct grammar and punctuation
- Financial record keeping

Ability to:

- Apply the above listed knowledge effectively
- Maintain confidentiality of information and records
- Exercise good judgment, communicate effectively, both orally and in writing
- Interact professionally with all levels of management, staff and the public
- Create and maintain cooperative working relationships
- Adhere to, follow and carry out policies, procedures and directives to BOE staff
- Operate a personal computer, and/or a variety of business machines for sustained periods of time
- Work in a high-rise building
- Input and retrieve information from BOE's network and information systems
- Analyze data and situations accurately and draw sound conclusions
- Examine a variety of records to obtain or verify information concerning proper business ownership and accurate tax reporting
- Perform mathematical computations

Desirable Qualifications

- Good organizational skills
- Proficient in using a personal computer, including various software packages such as word processing and spreadsheets
- Strong interpersonal relationship skills and good judgment
- Flexibility and willingness to adjust to changing assignments and priorities

Duty Statement: Under the general direction of the Business Taxes Administrator I, intern(s) perform a variety of specialized support tasks and technical duties for the Sales and Use Tax Division, Statewide Compliance and Outreach Program (SCOP). Incumbent must be able to perform the essential job functions with or without reasonable accommodation.

Use of BOE Software (IRIS, ACMS), along with Excel and Access Database systems. Provide sales and use tax services for all SCOP generated activities. Research and gather taxpayer, business, and account information from IRIS, ACMS, and the internet. Compile information on both compliance and non-compliance information into electronic and hard copy form.

Handle incoming calls and correspondence from general public related to SCOP. Respond to telephone inquiries from SCOP Specialists seeking registration information while in the field.

Please email your resume to lou.bender@boe.ca.gov

Or US mail to:

Mrs. Lou Bender
Board of Equalization
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