

Posted March 26, 2025

## State Tax Commission of Missouri

### JOB OPPORTUNITY

**Position:** Manager of Original Assessment

**Duties and Responsibilities:** Serves as the Manager of the Original Assessment Section, within the State Tax Commission, and reports directly to the three commissioners of the agency. The Manager has supervision over the policies and procedures of the original assessment appraisal process and provides budget analysis of the section's work load each year. General responsibilities include coordinating staff activities; responding to inquiries from taxpayers, county officials, and other government agencies; and, conducting research and analysis for recommendations and presenting support for those recommendations to commissioners, county officials, and/or the legislature. Major duties involve developing cost of capital studies and supervising the completion of over 800 complex valuation appraisals performed annually by Original Assessment staff.

**Required Knowledge, Skills, and Abilities:**

1. Knowledge calculating cost of capital, cost of equity, and functional and economic obsolescence.
2. Knowledge of appraisal and valuation techniques and methodologies.
3. Knowledge of public utility operations and regulations.
4. Skills communicating information of varying complexity to a variety of stakeholders.
5. Skills in preparing reports or testimony and presenting or testifying to boards, commissions, or committees.
6. Skills in effective administration, management, supervision, and training practices and techniques.
7. Ability to interpret financial and statistical reports and analyze data and complex calculations.
8. Ability to review, analyze, interpret, and assist in preparing state laws, rules, and regulations.

**Minimum Qualifications:**

1. Bachelor's degree with an emphasis in accounting, economics, finance, or similarly situated field supplemented with a minimum of 21 credit hours in accounting, finance, or economics.
2. Five-years experience working in an accounting, finance, or economics capacity.

**Desired Qualifications**

1. Master's degree with an emphasis in accounting, finance, economics, or similarly situated field supplemented with a minimum of 21 credit hours in accounting, finance, or economics.
2. One-year experience working in a regulatory environment.
3. Five-years experience managing individuals with graduating levels of responsibility. A Master's degree may be substituted on a year-for-year basis for up to two-years management experience.
4. A business certification such as a CFA charter or CPA designation.
5. Knowledge of Missouri property tax laws and regulations.

**Location:** Jefferson City, Missouri, plus some travel within the state.

**Pay Grade:** \$75,000 - \$90,000, annually – commensurate with education and experience.

**Application Process:** Please apply on-line at <https://mocareers.mo.gov/hiretrue/mo/mocareers/index.html>. This position will remain open until filled.