

## Property Tax Analyst

### Description

The Property Tax Analyst provides support to the team including but not limited to collecting data, filing appeals, reviewing and appealing assessment notices, and attending property tax hearings. As an entry level employee of Invoke, the Analyst will be exposed to many areas of the business, including all service lines, tax bill remittance and payments, and obtaining properly executed authorizations of accounts for real property. The Analyst will also be responsible for ensuring Invoke's appeal calendars are kept current, being mindful of notifying senior management of upcoming deadlines and scheduled hearings. This role ensures a solid foundation of the basics of property tax administration are maintained.

### Responsibilities

With direction and guidance from Management, the Property Tax Analyst will assist in:

- Work with manager to develop a professional growth plan
- Attain mastery of all software updates and changes, specifically AppealTrack
- Develop and preserve positive relationships with assessors and clients
- Maintain list of assessor contacts, discuss, and resolve issues with them
- Learn to class and flag assets correctly and consistently
- Verify that values fall within our guidelines
- Maintain hearing schedules as required
- Process tax bills timely and accurately
- Assist in agent authorization projects
- Participate in team projects by taking ownership of assignments
- Offer assistance to other team members
- Ensure all team matters are complete timely
- Commitment to learning in a dynamic environment

### Qualifications

- Bachelor's degree in Accounting, Business Administration, Finance, or related field
- Advanced skills in Microsoft Word and Excel
- Excellent verbal and written communication skills
- Work on obtaining appropriate certifications
- Ability to meet travel requirements of the job

### Hiring organization

Invoke Tax Partners

### Employment Type

Full-time

### Job Location

Atlanta, GA

Remote work possible

### Date posted

October 10, 2023