



Tax Auditor Qualifications

Critical Thinking:

Conducts examinations of businesses' records for purposes of determining compliance with state tax laws, rules, and regulations.

Examination:

Collects detailed tax information in accordance with Revenue policy and procedure for office and field audits; examines records for completeness and reconciles discrepant figures; computes tax liability for the taxpayer.

Communication:

Prepares reports of audit findings; corresponds with the taxpayer about scope and timing of audit; identifies discrepancies and recommends tax adjustments; conducts closing conferences with taxpayers; prepares correspondence to taxpayers, CPAs, attorneys and other representatives of the community.

Continued Learning:

Keeps informed on latest tax legislation and court decisions to best advise taxpayers on matters; answers questions about tax law.

Initiative:

Makes recommendations for audit selection and identifies potential taxpayers for audit, leverages available resources and technology to identify potential taxpayers, who may not be in compliance with the law or taxpayers affected by changes in the tax laws.

On-the-job Training:

Interacts with supervisor and assigned coaches; initially works closely with such matters to ensure competence and confidence with procedures and practices; engages in classroom and on-the-job training; progresses to more general supervision with lead auditor opportunities.

Progression:

Opportunities to excel and grow from entry level position and associated responsibilities to handling complex accounts in office or field work, including offices around the state and country.

Requirements

- Bachelor's Degree from an accredited college or university with at least 18 hours of accounting
- One year of accounting or auditing, or civil legal experience
- Compensation commensurate with experience
- CPAs, CFE, and Masters Degrees a plus

Succession Based Auditor Track

Employees appointed to the Tax Auditing Associate classification that successfully complete their first year of initial probation will be given a salary increase. After successful completion of their second year of initial probation, Tax Auditing Associates will flex into a Tax Auditor 3 classification and receive another salary increase.