

**CLASSIFICATION:** TAX AUDITOR II

**Class Code:** 9264-19

**Date Established:** 02-05-82

**Occupational Code:** 7-2-4

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To investigate and audit financial data concerned with the review and audit of various tax returns.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Reviews tax forms of corporations and taxpayers in specialized industries to determine accuracy and proper tax liability.
- Calculates and assesses tax liabilities and applies related interest or penalties.
- Audits tax reports and examines accounting reports and records to determine taxable income.
- Reviews records of state agencies, and city, town, and county registries to identify unreported items of income.
- Researches available records to determine history and to ensure the proper filing of current returns.
- Provides information to taxpayers on New Hampshire tax laws and assists taxpayers with difficulties.
- Assigns and reviews work of subordinate Tax Auditors and provides necessary job training for new employees.
- Works on special projects and compiles technical information as assigned by a higher level Tax Auditor.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

**MINIMUM QUALIFICATIONS:**

**Education:** Associate's degree from a recognized college or university with a major study in accounting, business, economics, finance, computer information systems or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Four years' experience in accounting or auditing. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Valid New Hampshire driver's license if required to perform field audits.

**RECOMMENDED WORK TRAITS:** Considerable knowledge of accounting, auditing and tax principles. Knowledge of the Federal Internal Revenue Code and Regulations. Knowledge of appropriate N. H. tax laws. Knowledge of the systems and methods used in corporate finance. Ability to perform mathematical computations as relates to tax forms. Ability to communicate and deal with others on controversial matters in a concise and tactful manner. Ability to establish and maintain effective working relationships with corporate and business officials, other employees and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.