

CLASSIFICATION: ROAD TOLL AUDITOR III

Class Code: 7793-24

Date Established: 07-07-72

Occupational Code: 7-2-4

Date of Last Revision: 12-08-14

Exempt Status: Non-Exempt

BASIC PURPOSE: To coordinate and supervise other Road Toll Auditors and to perform tax liability audits of various licensees.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs audits of statewide, multi-state and multi-national motor fuel distributors and fuel users as a senior team member.
- Makes recommendations to supervisor regarding improvement of audit program steps.
- Prepares recommendations for additional tax assessments or credits resulting from audit findings.
- Trains subordinate Road Toll Auditors to be proficient in all types of audits.
- Assists supervisor in reconciliation of irregularities in the taxpayers records and reports.
- Reviews work prepared by team members with accountability for final audit reports.
- Testifies at administrative hearings relative to the suspension of licenses and permits.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

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 direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

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 reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

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: Bachelor's degree from a recognized college or university with major study in accounting or business administration.

Experience: Four years' experience in accounting or auditing work that includes consulting, supervisory or administrative experience in the field of auditing.

OR

Education: Associate's degree from a recognized college or technical institute with major study in accounting or business administration, with at least three courses in accounting. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Six years' experience in accounting or auditing work that includes consulting, supervisory or administrative experience in the field of auditing.

License/Certification: Valid New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Extensive knowledge of the Road Toll Law, rules and regulations and department policy. Considerable knowledge of accounting and auditing methods, principles, techniques and practices, including data processing systems as used for accounting purposes. Considerable knowledge of financial report writing. Knowledge of automated systems and proficient computer skills. Ability to apply principles to auditing problems. Ability to audit tax returns and financial statements and supervise a staff of subordinate auditors. Ability to prepare professionally documented audit reports. Ability to read and interpret electronic data processing information and financial reports. Ability to establish and maintain harmonious relationships with officials and employees of companies, the state, officials of other states and the general public. Must be willing to travel throughout the United States when required. 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.