

CLASSIFICATION: TAX FIELD AUDITOR II

Class Code: 9266-25

Date Established: 02-05-82

Occupational Code: 7-2-4

Date of Last Revision: 7-17-15

Exempt Status: Exempt

BASIC PURPOSE: To supervise professional and technical work activities associated with tax investigations and examinations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Analyzes and reviews completed field and desk audits prepared by subordinate Tax Field Auditors.
- Conducts complex audits of multi-state corporations as well as specialized industry to determine accuracy of information reported.
- Researches tax court cases and testifies in tax-related administrative hearings or court disputed cases.
- Develops work methods and provides training for assigned Tax Field Auditors; resolves personnel problems as necessary.
- Acts impartially to settle disputes between subordinate Tax Field Auditors and taxpayers in a fair and equitable manner.
- Initiates telephone contacts or correspondence with attorneys, company tax accountants and tax return preparation personnel to secure or provide information on tax matters.
- Works on various special projects as assigned by supervisor.
- Coordinates and manages the Department of Revenue Administration's non-filer and delinquency programs.

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 terminating 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 management level 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 independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in accounting, business, economics, finance, computer information systems or a related field with at least fifteen (15) credits in accounting. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience in professional accounting or auditing work concerned with business management or tax accounting with at least two years concerned with internal/external auditing in private industry or in a federal or state agency involved in conducting field examinations or tax liability audits with exposure to electronic data processing methods and procedures.

License/Certification: Must own an operable automobile and possess a New Hampshire driver's license and liability insurance coverage as required by state laws.

SPECIAL REQUIREMENTS:

1. Must be willing to travel in-state for a considerable portion of the working time and occasionally out-of-state.

RECOMMENDED WORK TRAITS: Knowledge of accounting and auditing principles including automated accounting systems. Knowledge of state and federal statutes relating to tax laws. Knowledge of the principles of corporation finance. Ability to explain applicable state tax laws and advise on accounting procedures and tax reporting methods. Ability to review the work of other Tax Auditors as assigned. Ability to detect non-compliance with laws and accounting irregularities. Ability to critically analyze corporation tax reports. Ability to exercise good judgment in appraising situations and making decisions. Ability to prepare a variety of fiscal and narrative audit reports. Ability to establish and maintain effective working relationships with associates, corporation representatives and federal and state agencies as well as with the general 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.