

Job Description

POSITION TITLE: Auditor II
DEPARTMENT: Sales & Use Tax Department
GRADE: 207
REPORTS TO: Director
WAGES: Salary

Summary:

Under general supervision, the Auditor II is responsible for the audit of taxpayer(s) records checking for compliance with local sales/use, hotel/motel, and occupational license tax ordinances. The individual must be self-motivated and be able to perform audits independently in accordance with clearly outlined procedures.

Basic Functions:

1. Reviews and analyzes sales/use tax returns to determine possible liability of businesses.
2. Conduct independent field audits to develop and evaluate evidence as to the liability of taxpayers.
3. Hold pre-audit conference with taxpayer(s) to discuss audit parameters.
4. Educate taxpayer(s) regarding compliance with state statutes and local ordinances.
5. Determine appropriateness of taxpayer's accounting system and verify compliance with statutory provisions.
6. Prepare audit reports to include exhibits, schedules, findings and opinions.
7. Hold post-audit conference with taxpayer(s) to discuss audit findings and corrective action to bring into compliance with current statutes.
8. Represent department in appeal hearing before a court of law.
9. Review accounting journals, new regulations and changes in state and local laws.
10. Confer and correspond with taxpayers, accountants, attorneys, and/or reporting companies to give or seek additional information, provide technical advice, and resolve problems.
11. Attend tax meetings and seminars to discuss problem areas and interpretations of existing and new laws.
12. Any other duties assigned in order to accomplish office coordination.

Education/Experience and Qualifications:

1. Bachelor's degree with 12 semester hours in Accounting
2. Knowledge of Windows, Word and Excel software
3. Valid driver's license with dependable transportation
4. Liability insurance coverage in the amount of 100,000.00 / 300,000.00 / 100,000.00.
5. Travel to location of taxpayer's records which may be out of the parish / state.
6. Ability to bend and lift 30-40 lb. bundles.
7. Experience in related field may be substituted for educational requirements.