



TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
invites applications for the position of:

Tax Auditor I

JOB POSTING #:	2101.16
STATE CLASSIFICATION #:	1280
STATE CLASSIFICATION TITLE:	Tax Auditor
SALARY GROUP:	B18
VACANCIES:	See Position Description
CLOSING DATE/TIME:	10/09/15 11:59 PM
SALARY:	See Position Description
LOCATION:	Multiple Locations, Nationwide, Texas
DEPARTMENT:	Audit

GENERAL DESCRIPTION:

Performs entry-level tax audits on small or relatively simple business operations. Conducts tax audits at a fundamental level to determine legal compliance with State Tax Statutes and Administrative Rules and Regulations. Work is performed in a training status to build skills in completing various types of audits and reviews. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Pre-Audit: prepares for audit engagement on entry-level tax audits.

- Reviews current audit file and prior audit findings as required by division policy.
- Reviews pertinent law, rules, and legal aspects, and other available information.
- Establishes audit period as required by division policy.

Audit Functions: follows established policy and procedures to conduct tax audit.

- Conducts entrance conference to identify availability of records and to review and understand taxpayer's accounting system.
- Determines scope of audit and develops audit plan, which includes but not limited to, testing of internal controls and appropriate reconciliations.
- Inspects and analyzes taxpayer's books and records, documents exceptions, and keeps taxpayer informed of findings.
- If necessary, implements deviations from audit plans and documents deviations in order to do audits more efficiently.
- Prepares detailed reports of audit findings, including recommendations and documentation; consults with supervisor and finalizes review of completed audits.

Quality Control: prepares and presents audit reports that conform to prescribed agency policy on entry-level tax audits.

- Verifies the accuracy of data entries and reports.
- Properly assembles audit package.
- Conducts exit conference to discuss findings and explain taxpayer rights.

Planning & Time Utilization: prioritizes plans and organizes assignments in a manner which optimizes efficiency.

- Plans available time to efficiently complete assigned tasks.

May testify before courts of jurisdiction and formal or informal administrative hearings. Participates in training and development courses. Performs other duties as assigned.

MINIMUM QUALIFICATIONS REQUIREMENTS:

Education:

Bachelor's or graduate degree in accounting; OR graduation from an accredited four-year college or university with a bachelor's degree with a minimum of twenty-four (24) hours of accounting, including six (6) hours of intermediate accounting.

Experience:

None

License (s)/Certification (s):

Valid driver license.

Travel Requirement:

- Travel is required approximately 25 – 30% of the time and the extent depends upon office location. A valid driver's license and a satisfactory driving record are a condition of employment. Applicants offered an interview must present the following documents at the time of interview: a state issued driving record for the last 36 months; valid driver's license; and proof of insurance.

NOTES:

- Complete copies of college transcripts must be furnished at the time of the interview for positions requiring a college degree, and/or specific educational credits.
- Applicants will be asked to participate in a skills demonstration.
- An interview score of 75% of the total points will provide Audit Management with a passing score to select top candidates for the hiring process. This includes a criminal background check and verification of employment.
- All new hires are required to participate in a prescribed number of weeks of comprehensive classroom training during first six (6) months of employment.
- Final grade must be 75 or above.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- accounting and auditing method and systems, business practices, auditing standards and

- procedures, legal contracts and business law
- internal policies and procedures
- numerical analysis and tax statutes
- sales tax laws and auditing techniques

Skill in:

- identifying mathematical, financial and/or statistical irregularities
- using a personal computer and applicable software
- using effective written and verbal communication to convey information in a clear, concise manner (**Communication**)
- identifying and resolving problems by using strong analytical techniques, innovative approaches and taking initiative in preventing and solving problems (**Problem Solving**)

Ability to:

- understand tax statutes
- learn and use automated audit techniques
- evaluate accounting records for accuracy and legal conformance
- compose clear and concise audit reports
- trace financial transactions through accounting records to documents of original entry for verification purposes
- travel extensively if required
- meet and deal effectively with taxpayers and their representatives in such a manner as to enhance the image of the agency
- establish and maintain working relationships with co-workers, agency staff and management to achieve common goals (**Teamwork**)
- plan, organize, and prioritize multiple assignments to effectively manage a fast paced and changing work environment without compromising accuracy (**Adaptability**)
- consistently meet internal and external customer needs and expectations in a professional manner (**Customer Service**)
- act in the best interest of the agency, maintain confidentiality and continually strive to improve self and job performance (**Professional Conduct and Development**)
- maintain confidentiality and protect the privacy of state employees, taxpayers and other members of the public (**Privacy and Information Security**)

Work Hours:

Monday – Friday, 8 AM to 5 PM, hours may change based on business needs.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the incumbent to primarily perform sedentary office work; however, mobility (standing and walking) is routinely required to carry out some duties. It requires extensive computer, telephone and client/customer contact. It requires the ability to bend, stoop, kneel, and reach as needed for filing and similar routine office duties. The job also requires normal cognitive abilities requiring the ability to learn, recall, and apply certain practices and policies. It requires the stamina to maintain attention to detail despite interruptions. Marginal or corrected visual and auditory requirements are required for reading printed materials and computer screens and communicating with internal and external customers. The individual must be able to transport a laptop computer and printer to the various audit locations to conduct the necessary field work. The individual must be able to lift, pull, physically handle, and transport taxpayer records, documents, boxes, and all related information, weighing up to 30 pounds when required. The individual must be able sit for long periods

of time when commuting to and from assigned destination.

NOTES:

- Applicants may be asked to participate in a skills demonstration and/or presentation.
- Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.
- CPA employees in the same job classification, if selected, will be laterally transferred with no increase in salary. (An example might be an Accounts Examiner III in Revenue Administration who moves to an Accounts Examiner III in the Enforcement division.)
- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions requiring a college degree, and/or specific educational credits.

VETERANS:

We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

IMPORTANT NOTE TO ALL APPLICANTS:

Unless otherwise indicated on specific postings, regular attendance is an essential job requirement of all positions. Your application for employment with the Comptroller of Public Accounts may subject you to a criminal background check. All positions requiring a degree and/or licensing require proof of degree and/or license at time of interview. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

Thank you for considering employment at the Comptroller of Public Accounts! The Comptroller's office is an equal employment opportunity employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.comptroller.texas.gov/careers/>

Position #2101.16
TAX AUDITOR I
JM

111 East 17th Street #124
Austin, TX 78774
512-475-3560

human.resources@cpa.texas.gov

Tax Auditor I Supplemental Questionnaire

- * 1. Your responses to the questions below must also be stated in the appropriate sections of your state application. For example, if the position requires experience using MS Word and/or MS Excel, that experience must be indicated in the Duties and Responsibilities section. Please certify that all the information concerning your application is true and complete, and that you understand that any misstatement, falsification or omission may be grounds for refusal to hire or if hired, termination. Click "Yes" that you have read and understand this statement.
 Yes
- * 2. Do you have a Bachelor's or Master's degree in Accounting?
 Yes
 No
- * 3. Did you graduate from an accredited four-year college or university with a bachelor's degree? The degree receive must be included on your application under "education" in order to receive credit.
 Yes
 No

- * 4. If no, will you graduate from an accredited four-year college or university with a bachelor's degree prior to January 1, 2016?
 - Yes
 - No
- * 5. Do you have a minimum of twenty-four (24) hours of accounting, including six (6) hours of intermediate accounting?
 - Yes
 - No
- * 6. Are you willing to travel a minimum of 25% - 30% of the time in your personal vehicle for occasional training or other work related activities?
 - Yes
 - No
- * 7. If selected to interview, are you willing to travel at your own expense to the interview site?
 - Yes
 - No
- * 8. Copy of a valid Texas (or state of residency driver's license) and a satisfactory driving record are a condition of employment. Applicants offered an interview must present the following documents at or before the interview: A state issued driving record for the last 36 months; valid Texas driver's license (or state of residency driver's license); and current proof of automobile insurance. Are you able to meet this requirement?
 - Yes
 - No
- * 9. If selected to interview, the following items must be provided: official college transcripts (if you graduated from a Non-U.S. College/University you must have your foreign transcripts evaluated and translated by an approved firm); a state issued driving record for the last 36 months; valid driver license; and proof of insurance. Can you provide these documents at the time of interview?
 - Yes
 - No
- * 10. Indicate the city/location you would like to be considered for? (Only one interview will be granted per hiring cycle)
 - Austin - 1711 San Jacinto, 78711
 - Beaumont - 6442 Concord, 77708
 - Corpus Christi- 400 Mann St., Suite 608, 78401
 - Dallas West- 2655 Villa Creek Drive, 75234
 - Fort Worth- 6320 Southwest Blvd. 76109
 - Houston North- 1919 North Loop West, 77008
 - Houston South- 2656 South Loop Wes, 77054
 - Lubbock- 6202 Lola Ave., Suite 900B 79424
 - Odessa- 4682 E. University, Suite 200, 79762
 - San Antonio- 5710 W. Hausman Road, 78249
 - Tyler- 3800 Paluxy Drive, 75703
 - Los Angeles, CA - 17777 Center Court Drive, 90703
 - Tulsa, OK - 7050 S. Yale Ave, 74136

* Required Question