



# Independent Audit Reviewer II

Salary Group: B26

Class Code: 1032

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
INDEPENDENT AUDIT REVIEWER I	1030	B25	\$69,572 - \$114,099
<b>INDEPENDENT AUDIT REVIEWER II</b>	<b>1032</b>	<b>B26</b>	<b>\$76,530 - \$129,430</b>
INDEPENDENT AUDIT REVIEWER III	1034	B27	\$84,182 - \$142,374
INDEPENDENT AUDIT REVIEWER IV	1036	B28	\$92,600 - \$156,612

## GENERAL DESCRIPTION

Performs highly complex (senior-level) audit review work. Work involves performing compliance activities to ensure legal compliance with tax laws, auditing standards, and agency policies and procedures; and reviewing audits for program economy, efficiency, and effectiveness. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Reviews audit documentation for compliance with agency policies and auditing standards.

Prepares reports, determinations, and recommendations; and communicates determinations and recommendations to audit staff, taxpayers, and taxpayers' representatives.

Researches and analyzes generally accepted government auditing standards, other financial standards, subject areas, control structures, and business practices to aid in making determinations and recommendations.

Schedules and conducts conferences with taxpayers, taxpayers' representatives, and audit staff concerning audits and refund claims.

May recommend amendments to the agency's audit policies and procedures.

May analyze quality control error findings for trends or patterns.

May supervise the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in audit and regulatory work. Graduation from an accredited four-year college or university with major coursework in accounting or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of accounting and auditing methods and systems; generally accepted auditing standards and procedures; and various data analysis methods, techniques, and tools.

Skill in conducting research; in interpreting tax laws and agency policies and procedures; in identifying, resolving, and preventing tax-related issues by using strong analytical techniques and innovative approaches; and in the use of a computer and applicable software.

Ability to evaluate documents for accuracy and legal compliance, to review and analyze data and procedures, to provide objective determinations and recommendations that are consistent with tax laws and auditing procedures, to prepare concise reports, to quantify effects of audit results and issues, to maintain confidentiality and protect the privacy of taxpayers and other members of the public, to communicate effectively, and to supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), or Certified Government Auditing Professional (CGAP).