



Independent Audit Reviewer IV

Salary Group: B28

Class Code: 1036

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
INDEPENDENT AUDIT REVIEWER I	1030	B25	\$63,104 - \$103,491
INDEPENDENT AUDIT REVIEWER II	1032	B26	\$69,415 - \$117,397
INDEPENDENT AUDIT REVIEWER III	1034	B27	\$76,356 - \$129,137
INDEPENDENT AUDIT REVIEWER IV	1036	B28	\$83,991 - \$142,052

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Coordinates and/or reviews audit documentation for compliance with agency policies and auditing standards.

Coordinates and/or schedules and conducts conferences with taxpayers, taxpayers' representatives, and audit staff concerning audits and refund claims.

Prepares and reviews reports, determinations, and recommendations; and ensures communication of determinations and recommendations to audit staff, taxpayers, and taxpayers' representatives are consistent.

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.

Recommends amendments to the agency's audit policies and procedures.

Analyzes quality control error findings for trends or patterns; and makes recommendations for improvement.

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; of generally accepted auditing standards and procedures; and of 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 conformance; to review and analyze data, procedures, and compliance activities; to ensure that determinations and recommendations are consistent with tax laws and auditing procedures; to review 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).