



# Accounts Examiner I

Salary Group: B13  
Class Code: 1073

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
ACCOUNTS EXAMINER I	1073	B13	\$29,439 - \$46,388
ACCOUNTS EXAMINER II	1074	B15	\$32,976 - \$52,045
ACCOUNTS EXAMINER III	1075	B17	\$36,976 - \$58,399
ACCOUNTS EXAMINER IV	1076	B19	\$42,244 - \$68,960
ACCOUNTS EXAMINER V	1077	B21	\$48,278 - \$78,953

## GENERAL DESCRIPTION

Performs entry-level accounts examination work. Work involves examining and auditing operating reports and financial accounting records; and collecting fees, taxes, or penalties. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Examines records, tax reports, and documentation submitted by taxpayers/employers and their representatives; reviews tax reports for accuracy of computation, tax rate, and tax payment; and prepares corrected tax reports.

Contacts taxpayers/employers to secure operating or tax reports; collects taxes, fees, or penalties due; and enforces tax laws.

Contacts taxpayers/employers to obtain information necessary to resolve account problems.

Audits financial records of potential taxpayers/employers to establish tax liability, and reports irregularities detected in the audit process.

Prepares tax and adjustment reports and reports of findings when audits or investigations are completed.

Collects taxes and penalties due or obtains lateness reports and uses statutory remedies to enforce the collection of delinquent reports, taxes, and penalties.

Analyzes, edits, and completes source documents in support of the automated system.

Receives incoming calls; answers inquiries from taxpayers/employers and claimants; and provides taxpayers/employers guidance concerning department operations or regulations, legal requirements, and taxpayers'/employers' rights, privileges, and responsibilities.

Assists with processing, examining, editing, and updating taxpayer/employer accounts.

Assists in preparing affidavits or statements necessary to certify delinquent accounts for collection.

May assist state agencies in preparing payment documents.

May assist in computing special tax rates.

May assist in correcting tax reports.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in accounting and auditing 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 state tax laws, rules, and regulations; and of accounting and auditing procedures and techniques.

Skill in the use of a computer and applicable software.

Ability to evaluate financial records and statements, to conduct investigations, to prepare concise reports, and to communicate effectively.