



Accounts Examiner IV

Salary Group: B19

Class Code: 1076

<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 highly complex (senior-level) accounts examination work. Work involves planning, developing, and recommending techniques and procedures for carrying out audits, examinations, and investigations of financial accounting records. 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

Instructs staff in the uniform application of tax laws in compliance with state statutes and departmental policies and procedures.

Processes, examines, edits, and updates taxpayer/employer accounts; ensures appropriate and complete actions have been taken and entered into the tax processing systems; properly documents actions; and monitors accounts for completion of subsequent actions.

Conducts audits and investigations of financial records, fiscal statements, and operating reports to ensure legal compliance, verify questionable reports, and establish tax liability.

Collects taxes, penalties, or fees due; verifies validity of refund requests or overpayment; and initiates the issuance of refunds.

Analyzes tax processing procedures and system development and production procedures, and recommends appropriate changes.

Participates in planning and implementing specific enforcement and tax processing functions.

Prepares reports and correspondence and reviews reports for accuracy and conformance to departmental and legal requirements.

Provides taxpayers/employers guidance concerning department operations or regulations; legal requirements; and taxpayers'/employers' rights, privileges, and responsibilities.

Testifies at hearings and before courts of jurisdiction.

May establish and implement policies and procedures.

May prepare and verify legally acceptable affidavits and related documents used in prosecuting violators or collecting delinquent accounts.

May perform quality assurance work.

May supervise the work of others.

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; of departmental policies, procedures, and interpretations; and of accounting and auditing procedures and techniques.

Skill in the use of a computer and applicable software.

Ability to analyze tax situations, to evaluate financial records and statements, to conduct investigations, to prepare concise reports, to communicate effectively, and to supervise the work of others.