



Accounts Examiner V

Salary Group: B21

Class Code: 1077

<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 advanced and/or supervisory (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; and overseeing accounts examiners engaged in audits of financial records, fiscal statements, and operating reports to ensure legal compliance, verify questionable reports, and/or establish tax liability. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative or independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees and/or 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.

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

Oversees and/or collects taxes, penalties, or fees due; verifies validity of refund requests or overpayments; and initiates the issuance of refunds.

Oversees the preparation of operating reports and correspondence, and reviews reports for accuracy and conformance to departmental and legal requirements.

Identifies, determines, and documents causes of problems in system design, forms, workflow, and policies and procedures; and recommends improvements.

Reviews and evaluates quality and volume of production.

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

Provides decals and tax stamps to taxpayers/employers, distributors, or retailers that comply with tax laws.

Resolves discrepancies created by invalid data or processing errors.

Testifies at hearings and before courts of jurisdiction.

May prepare and/or oversee the preparation of legally acceptable affidavits and related documents used in prosecuting violators or collecting delinquent accounts.

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.