



Accounts Examiner VI

Salary Group: B23
Class Code: 1078

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ACCOUNTS EXAMINER I	1073	B13	\$35,439 - \$52,388
ACCOUNTS EXAMINER II	1074	B15	\$38,976 - \$58,045
ACCOUNTS EXAMINER III	1075	B17	\$42,976 - \$64,469
ACCOUNTS EXAMINER IV	1076	B19	\$48,244 - \$76,028
ACCOUNTS EXAMINER V	1077	B21	\$54,278 - \$87,046
ACCOUNTS EXAMINER VI	1078	B23	\$61,184 - \$99,658

GENERAL DESCRIPTION

Performs highly advanced and/or supervisory (senior-level) accounts examination work. Work involves overseeing, 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

Performs examinations that are highly complex in nature or large in scale and/or oversees others who perform accounts examination work.

Oversees and/or processes, examines, edits, and updates taxpayer/employer accounts; ensures that 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.

Prepares and/or oversees the preparation of legally acceptable affidavits and related documents used in prosecuting violators or collecting delinquent accounts.

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 guidance to taxpayers and employers concerning department operations or regulations; legal requirements; and 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 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; departmental policies, procedures, and interpretations; and 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.