



# Tax Auditor Supervisor

Salary Group: B27  
Class Code: 1286

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
TAX AUDITOR I	1280	B18	\$42,521 - \$67,671
TAX AUDITOR II	1281	B20	\$48,158 - \$77,477
TAX AUDITOR III	1282	B22	\$54,614 - \$88,703
TAX AUDITOR IV	1283	B24	\$62,004 - \$101,556
TAX AUDITOR V	1284	B25	\$66,259 - \$108,666
TAX AUDITOR VI	1285	B26	\$72,886 - \$123,267
<b>TAX AUDITOR SUPERVISOR</b>	<b>1286</b>	<b>B27</b>	<b>\$80,174 - \$135,594</b>
TAX AUDITOR MANAGER	1287	B29	\$97,010 - \$164,069

## GENERAL DESCRIPTION

Performs highly advanced supervisory (senior-level) tax auditing work. Work involves observing office and audit program administrative activities to ensure compliance with state tax laws, administrative rules, and regulations. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Oversees staff through assigning and delegating work, explaining responsibilities, supervising activities, responding to questions, and reviewing ongoing and completed work.

Oversees the accumulation of evidential material in apparent legal cases and/or performs special investigations of tax evasions.

Plans, implements, coordinates, monitors, and evaluates policies and procedures; and monitors compliance with policies and procedures.

Coordinates staff development plans and activities.

Coordinates the assignment of audit requests to auditors as needed.

Confers with agency staff on audit and office objectives.

Responds to taxpayers regarding determination requests and other audit processing questions.

Provides technical support and expertise on audit issues and taxability at hearings, trials, and meetings.

Supervises the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in accounting or auditing work. Graduation from an accredited four-year college or university with major coursework in accounting, business administration, finance, economics, 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; generally accepted auditing standards and procedures; state tax laws, rules and regulations affecting field of assignment; and legal, business, and accounting terminology.

Skill in strategic planning, personnel management, and leadership; in identifying, resolving, and preventing tax-related issues by using strong analytical techniques and innovative approaches; in supervising team activities and day-to-day operations to meet division and agency goals; and in the use of a computer and applicable software.

Ability to analyze, evaluate, and summarize financial records for accuracy and conformance with accounting standards and legal requirements; to present audit findings and recommendations in a clear and concise manner to individuals and/or at legal proceedings; to gather, analyze, and evaluate performance standards and make decisions on personnel issues; to exercise judgment and discretion in applying and interpreting departmental policies and procedures; to conduct special investigations of tax evasions; to select and examine pertinent data; to prepare clear and concise management reports; to maintain confidentiality and protect the privacy of state employees, 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).