



Tax Auditor Manager

Salary Group: B28
Class Code: 1287

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
TAX AUDITOR I	1280	B18	\$39,521 - \$64,449
TAX AUDITOR II	1281	B20	\$45,158 - \$73,788
TAX AUDITOR III	1282	B22	\$51,614 - \$84,479
TAX AUDITOR IV	1283	B24	\$59,004 - \$96,720
TAX AUDITOR V	1284	B25	\$63,104 - \$103,491
TAX AUDITOR VI	1285	B26	\$69,415 - \$117,397
TAX AUDITOR SUPERVISOR	1286	B27	\$76,356 - \$129,137
TAX AUDITOR MANAGER	1287	B28	\$83,991 - \$142,052

GENERAL DESCRIPTION

Performs advanced managerial (senior-level) tax auditing work. Work involves providing direction and guidance in strategic operations and planning; observing office and audit program administrative activities to ensure compliance with state tax laws, administrative rules, and regulations; and establishing office and program goals and objectives. 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 the work of staff at all levels within an office or division.

Oversees compliance with laws, rules, regulations, policies and procedures pertaining to tax administration, division operations, and agency business interests.

Oversees reports, including operational, productivity, statistical, forecasts, and other specialized and confidential reports or studies.

Oversees policies and procedures, strategic and business plans, goals, and objectives.

Establishes internal controls to prevent unauthorized disclosure of state and federal confidential information.

Identifies and oversees programs and strategies for continuous improvements in the division, including budgetary, technology, customer service, staff development, and operations.

Evaluates program, policy, and procedure effectiveness, and recommends changes as needed.

Represents the agency at hearings, meetings, trials, and/or legislative meetings.

May serve as a resource to internal and/or external customers on various and complex tax laws, rules and/or regulations.

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; of generally accepted auditing standards and procedures; of federal, state, and local laws; of the administration of state taxes; of state tax laws, rules, and regulations affecting field of assignment; of legal, business, and accounting terminology; of agency personnel and budget policies and procedures; and division policies and procedures.

Skill in planning, assigning, and managing the work of others; in providing leadership and strategic direction to staff; in identifying, resolving, and preventing tax-related issues by using strong analytical techniques and innovative approaches; in managing 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 establish goals and objectives; to develop and evaluate policies, procedures, and the law; to oversee the evaluation of financial records; to present audit findings and recommendations in a clear and concise manner to individuals and/or at legal proceedings; to 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 oversee special investigations of tax evasions; 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).