

CLASS TITLE: ASSISTANT CHIEF OF FIELD AUDIT SERVICE

Class Code: 02680400
Pay Grade: 36A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Division of Taxation, to assist in planning, supervising and directing the work of a staff engaged in the making of comprehensive tax audits of the accounting and related records or reports of individual, partnership unincorporated and corporate business organizations to determine their tax liability under state tax laws; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom work assignments are received; work is reviewed through conferences and submitted reports for compliance with established policies, regulations and law.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of a professional, technical and clerical staff; reviews work in progress and upon completion for application of sound audit principles and methods and for results obtained.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Division of Taxation, to assist in planning, supervising and directing the work of a staff engaged in the making of comprehensive tax audits of the accounting and related records or reports of individual, partnership, unincorporated and corporate business organizations to determine their tax liability under state tax laws.

To assist a superior in developing, initiating and supervising special auditing and related investigational programs designed to obtain the maximum determinations of tax payers' liability.

To assist a superior in the formulation and development of auditing policies, rules and regulations related to the assessment and collection of due taxes.

As required, to evaluate the effectiveness of the Tax Division's auditing and investigational programs and to make recommendations to improve and methods and procedures applied in such programs.

To conduct audit conferences with taxpayers, their attorneys and accountants regarding audit findings and tax liability; when unable to resolve controversial or disputed matters within the framework of established laws, regulations, rules or policies, to prepare necessary reports thereon for review and decision of superiors.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the tax laws administered by the Division of Taxation; a thorough knowledge of accounting and auditing principles, methods and techniques required in the making of comprehensive tax audits of accounting and related records or reports of individual, partnership, unincorporated and corporate business organizations to determine tax liability; the ability to plan, supervise and review the work of a staff engaged in making such audits; the ability to analyze and examine accounting and related record, books and other sources of information for the purpose of determining tax liability; the ability to advise and instruct subordinates in the use of accepted tax audition procedures and methods and to assist them in the interpretation and application of the state's in the various tax laws, rules and regulations; the ability to work effectively with divisional personnel and with representatives of business organizations and of governmental agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Accounting or Business Administration; and

Experience: Such as may have been gained through: employment in a governmental agency which involved the supervision of others engaged in: the making of comprehensive tax audits; or, the preparation and filing of tax returns or reports of individual, partnership, unincorporated or corporate business organizations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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