



Office of Human Resources
Tax Auditor Lead - CV2236
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General Statement of Duties

Performs full performance level auditing work applying generally accepted accounting principles and auditing standards in conducting financial and tax compliance audits of entities engaged in business in Denver and provides assistance to the supervisor with work prioritization, assignment, evaluation and quality control over professional audit staff.

Distinguishing Characteristics

This class is the third in the Tax Auditor class series. It is distinguished from the Tax Auditor Senior which performs full performance level auditing work. It is distinguished from the Tax Audit Supervisor which performs supervisory duties. It is distinguished from the Internal Auditor Lead which performs work applying generally accepted accounting principles and auditing standards in conducting financial, compliance, and performance audits and other studies of City departments and contract providers.

Level of Supervision Exercised

Leads two or more professional auditors.

Essential Duties

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered by Staff and Senior Revenue Auditors during daily operations and determines appropriate solutions.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Applies audit procedures and methodology, generally accepted auditing standards, generally accepted accounting principles, statutory guidelines, and working paper preparation for compliance and internal control.

Applies and participates in the design of various auditing and accounting tests of entities engaged in business in Denver to determine the reliability, integrity, and internal control of financial and operational systems for compliance purposes.

Interprets relevant sections of the Denver Revised Municipal Code (DRMC) and/or the Colorado Revised Statutes and uses professional judgment in applying them.

Examines complex accounting systems to determine the proper accounting records to be reviewed, which may include general ledgers, financial statements, asset registers, registers and journals in the revenue, purchasing, and payroll cycles, and legal contracts and other supporting source documents, to verify transactions have been properly recorded and are in compliance with DRMC and/or Colorado Revised Statutes.

Creates and maintains work papers, schedules, and reports and provides documentation to support audit conclusions.

Reviews audit findings and conclusions with business owner or business representative, which may include Certified Public Accountants, attorneys, chief financial officers, or controllers. Responds to questions and suggests appropriate procedures for corrective action. Educates business owner or business representatives on ordinance or statutory requirements to improve compliance. Manages conflict.

Prepares audit reports with recommendations for corrective action, including collecting deficiencies or issuing refunds.

Uses audit test data to project a tax compliance variance factor for the statutory period.

Applies professional judgment in identifying and quantifying tax compliance shortfall situations and recommendations for audit or other corrective action.

Conducts research, prepares for and testifies in formal hearings and courts of law concerning accounting and auditing techniques, rationale, methodology, and procedures used.

Identify, plan, and lead an audit team to perform out-of-state audits.

Acts as in-charge auditor and monitors the work of other professional auditors.

Provides expertise and advice regarding all aspects of the job duties to Senior and Staff Revenue Auditors, as well as to other City staff, as necessary.

Serves as spokesperson for the Department of Revenue in presentations to the public regarding taxes imposed by the City and County of Denver.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal clues, and responds appropriately.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements; determines short or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of accounting principles and auditing standards sufficient to be able to determine compliance with internal accounting procedures.

Knowledge of state statutes, City Charter and ordinances contract requirements and other City rules and regulations sufficient to be able to determine compliance.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Skill in maintaining and organizing files, documents and records.

Skill in analyzing information relative to the work assignment and providing recommendations.

Education Requirement

Bachelor's Degree in Accounting.

Experience Requirement

Three (3) years of professional auditing experience.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

All positions perform on-site audits.

All positions perform out-of-state travel.

Significant local travel.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work using two or more.

Vision Near Acuity: ability to see clearly at 20 inches or less

Accommodation: ability to adjust vision to bring objects into focus.

Background Check Requirement

Criminal Check

Education Verification

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-812

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: