



Office of Human Resources
Tax Auditor Staff - CV2234
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General Statement of Duties

Performs entry-level of performance progressing to standard-level of performance auditing work applying generally accepted accounting principles and auditing standards in conducting financial and tax compliance audits of entities engaged in business in Denver.

Distinguishing Characteristics

This class is the first in the Tax Auditor class series. It is distinguished from the Tax Auditor Senior which performs full-performance level auditor work. It is distinguished from the Tax Auditor Lead which performs full performance level auditing work and provides assistance to the supervisor with work prioritization, assignment, evaluation and quality control over professional audit staff. It is distinguished from the Internal Auditor Staff which performs work applying generally accepted accounting principles and auditing standards in conducting financial, compliance, and performance audits and other studies City departments and contract providers.

Level of Supervision Exercised

None

Essential Duties

Trains in audit procedures and methodology, the application of generally accepted auditing standards, generally accepted accounting principles, statutory guidelines, and working paper preparation for compliance and internal control.

Trains in 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.

Trains in the interpretation of relevant sections of the Denver Revised Municipal Code and/or the Colorado Revised Statutes and the use of professional judgment in applying them.

Examines accounting records 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 Denver Revised Municipal Code 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.

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.

Develops 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.

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

Arithmetic – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

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.

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

Knowledge & Skills

Knowledge of generally accepted auditing standards and procedures for conducting financial and compliance, economy and efficiency, and program results audits.

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

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

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

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

Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Skill in preparing professional written documentation, including charts and/or maps, to illustrate and convey pertinent facts.

Education Requirement

Bachelor's Degree in Accounting.

Experience Requirement

None

Education & Experience Equivalency

No substitution of experience for education is permitted.

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
By position, Motor Vehicle Record
Education Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-620

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: