Position: Revenue Tax Auditor Trainee
Position Number: 8510-03890-00075644
           8510-03890-00095301
Posting Dates: February 22 – February 26, 2016

Type of Employment: Permanent, Full Time
Bureau: Audits
Pay Range / Salary Range: ST06/$40,039-$60,851
Division: Altoona Regional Office
Bargaining Unit: A4
Location: 615 Howard Avenue
           1st Floor
           Altoona, PA 16601

Work Hours: 8:30 am – 5:00 pm
Work Schedule: Monday – Friday

This Position is:
☒ Entrance Level
☐ Non-Civil Service
☒ Civil Service
☐ Subject to the seniority promotion provisions of the AFSCME Master Agreement or Master Memorandum
☐ Management
☒ Rank and File
☐ First Level Supervisory

How to Apply:
Candidates must submit Bid Packet by 5:00 pm on the closing date to:

Christina Miller
Bureau of Audits
10th Floor Strawberry Square
Harrisburg, PA 17128-1001
Telephone: (717) 787-6499

Include the following in the Bid Packet to apply:
• Job Bid Form
• Personal Data Summary (PDS must be completed in its entirety)
• Most recent Employee Performance Review
• Civil Service Application – (SCSC-1; must be Completed in its entirety)
• Résumé

IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU WILL NEED. TTY 1-800-447-3020

Job Bid Forms, Personal Data Summary Forms, and Civil Service Applications are available from your Bureau Personnel Coordinator, the Bureau of Human Resources, or on the Revenue Intranet.

Job Specifics:

Position Description: See attached Position Description and Essential Job Functions statement for specific duties and responsibilities

Special Requirements: N/A

Minimum Experience and Training Requirements:
A bachelor’s degree in accounting or a closely related field that includes 24 college level credits in accounting; or an equivalent combination of experience and training that includes professional accounting experience and 24 college level credits in accounting.
ORGANIZATION AND OR LOCATION RESTRICTIONS:
Must be currently employed in the following organization(s):
  Any organization within the Department of Revenue Only
  Must be a Pennsylvania Resident

Options to Fill:

1. Civil Service Lists of Eligibles as a result of formal testing by SCSC
2. Lateral Transfer (Same Civil Service Class as posted vacancy)
3. Reassignment (Same Pay Range as posted vacancy and Civil Service Status)
4. Voluntary Demotion (From Higher Pay Range and Civil Service Status to Lower Pay Range and Civil Service Status)
5. Reinstatement (Qualified former Civil Service employee having once held regular status in the announced class or similar classes at the same or lower Pay Range)
# POSITION DESCRIPTION

**Position Purpose:** Describe the primary purpose of this position and how it contributes to the organization’s objectives. Example: Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.

This position’s primary purpose is to learn to conduct field audits of taxpayers to determine their compliance with applicable laws and regulations. This position contributes to the organization’s objective by helping to ensure that the employee is properly trained to conduct audits in accordance with established policies and procedures.

**Description of Duties:** Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.

Participates in the conduct of selected audits for the purpose of receiving on the job training in the sales and use tax, liquid fuels tax or corporate tax audit programs.

Learns to prepare for on-site examinations by performing preliminary planning. Reviews information furnished with assignment and researches departmental records for tax reporting and audit history, as well as potential collateral assignments. Learns to contact taxpayers or their authorized representatives by telephone and/or letter to schedule audits. Assists in the conduct of pre-audit conferences at the taxpayer's location to explain scope of examination.

Identifies records required and establishes proper audit protocol. Learns to visually inspect taxpayers’ facilities to ascertain business activities and limit of operations. Assists in the performance of system surveys of accounting functions by analyzing financial records. Learns to design appropriate audit procedures in accordance with applicable tax manuals so as to effectively and efficiently perform examinations.

Assists in the conduct of audits at the taxpayer’s location by examining and analyzing pertinent books and financial records to determine correct tax liabilities or verify the accurate remittance of tax, in accordance with applicable tax law(s), regulations, policies, procedures and/or precedent cases.

Assists in the preparation of schedules, work papers, audit forms and writes narratives to document audit finding and explain/support audit procedures utilized and legal basis of assessments. Learns to assemble these documents into audit reports in accordance with applicable tax manuals and forwards to the supervisor/lead auditor for review.

Assists in the conduct of post audit conferences with taxpayers and/or their representatives on-site to explain audit procedures and findings and supporting laws/regulations and policies.

Learns to respond to questions and suggests changes in accounting procedures to report future tax liabilities and informs taxpayers/representatives of appeal rights and procedures. Assists and works with supervisors or higher level auditors in the conduct of their assignments to gain auditing experience and develop technical knowledge, competence and skill in auditing techniques, and procedures and learns to apply provisions of tax law(s), regulations and departmental policies.

Attends formal/informal training sessions to learn tax laws, regulations and departmental policies and procedures.

Completes and files various administrative reports in accordance with Commonwealth, Departmental and Bureau policies.

Performs related work as required.
**Decision Making:** Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor's signature.

An auditor must decide on appropriate audit procedures for each separate audit taking into account the individual taxpayer's type of business and record keeping system. The auditor must also decide if the taxpayer is complying with applicable laws and regulations.

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**Requirements Profile:** Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position. Example: Professional Engineer License

1. N/A

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**Essential Functions:** Provide a list of essential functions for this position. Example: Transports boxes weighing up to 60 pounds.

1. Examines/researches audit information
2. Schedules audits/travels to audit sites
3. Conducts pre and post audit conferences
4. Analyzes books and records
5. Documents the audit findings
6. Prepares written narratives
7. Completes, assembles audit pack./& form
8. Provides and/or attends training
9. Interprets tax laws and regulations