

EMPLOYMENT PROGRAMS TAX EXAMINER, CHIEF**Nature of Work**

Under limited supervision, performs advanced level work supervising a unit of Employment Programs Tax Examiners involved in audits and the processing of audits of all sizes and types of business entities. Assigns and coordinates audits and projects based on their relative priority. Extensive contact is necessary with tax examiners, higher levels of management, the general public, accountants, attorneys, and various governmental officials. Includes considerable travel. Performs related work as required.

Examples of Work

- Ensures proper compliance with applicable unemployment tax laws, regulations and policies by reviewing completed audits and ensures that proper accounting and auditing procedures have been followed by conferring with tax examiners.
- Keeps staff up to date on changes in procedure and policy by compiling and distributing information, policy statements, regulations, court decisions, etc.
- Ascertains compliance with department personnel policy concerning work day guidelines, expense accounts, time/leave records, etc., by receiving and reviewing tax examiners' activity reports and taking corrective action when necessary.
- Prepares training materials for use by new and experienced tax examiners.
- Prepares and conducts periodic meetings, both regional and statewide, for purposes of updating tax examiners on law changes, legal decisions, policy changes, procedural changes and training.
- Assists tax examiners on difficult audits and/or represents staff audits at post audit conferences, appeals, etc.
- Attends meetings and hearings, when requested, to determine the settlement of completed audits.
- Interviews candidates for tax examiner positions; evaluates and recommends employees for advancement or merit increases.
- Performs other job-related projects and assignments as requested by the Employment Security Assistant Director and/or Tax Administrator.

EMPLOYMENT PROGRAMS TAX EXAMINER, CHIEF (CONT'D)**Knowledge, Skills and Abilities**

- Knowledge of the principles and practices of auditing, accounting and bookkeeping.
- Knowledge of state and federal unemployment tax laws, rules and regulations.
- Ability to interpret various types of financial data and highly technical accounting reports and applying tax laws and interpretations to the specific situation to determine compliance with unemployment tax laws.
- Ability to evaluate difficult accounting problems and to analyze and interpret complex accounting records.
- Ability to work independently to determine the accuracy and adequacy of technical accounting systems, methods and procedures.
- Ability to advise large commercial/industrial accounts and entrepreneurs on accounting methods and systems to facilitate future audits and aid the taxpayer in preparing future unemployment tax reports.
- Ability to communicate effectively, both orally and in writing with corporate officials, accountants, attorneys, taxpayers and the general public.
- Ability to prepare clear, accurate and comprehensive reports summarizations pertaining to unemployment tax audits.
- Ability to plan, assign and coordinate the activities of supervised personnel.
- Ability to maintain effective working relationships with other employees, taxpayers, officials and professionals in the private sector.

Minimum Qualifications

- TRAINING:** Bachelor's degree from an accredited college or university with at least 24 semester hours in accounting.
- SUBSTITUTION:** In addition to Bachelor's degree, full-time or equivalent part-time paid experience in professional accounting or auditing work may be substituted for a maximum of 12 of the 24 required semester hours in accounting at the rate of 3 semester hours of accounting for one year of experience.
- EXPERIENCE:** Five years of full-time or equivalent part-time paid administrative or supervisory experience in auditing or accounting work that is tax related.

EMPLOYMENT PROGRAMS TAX EXAMINER, CHIEF (CONT'D)

Minimum Qualifications (Cont'd.)

SUBSTITUTION: Master's degree in accounting may substitute for two years of the required experience. Certification as a Public Accountant in West Virginia may substitute for the training and two years of the required experience.

SPECIAL REQUIREMENT: Possession of a valid West Virginia driver's license and the availability of an automobile.

Established: 11/21/91
Revised: 06/13/00
Effective: 06/13/00