EMPLOYMENT PROGRAMS TAX EXAMINER, CHIEF

Nature of Work
Under limited supervision, performs advanced level work
dsupervising 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.
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.
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
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