



EXCISE TAX BOOKS & RECORDS AUDITOR

This position will join a team of 6 to 8 revenue auditors who perform books and records audits of excise tax returns. Excise tax returns include motor vehicle fuel, alternate fuel, general aviation fuel, petroleum inspection fee, alcohol beverage, tobacco products and cigarette taxes. You will learn audit functions and techniques, Wisconsin excise tax laws and procedures, refund claim procedures, and effective approaches to interacting with taxpayers. You will conduct a thorough review of books and records to accurately determine the correct tax liability, and document your work using working papers and reports. You will have the opportunity to contribute your ideas for improvements and new approaches to auditing procedures. The ability to prioritize tasks, remain organized, and manage your time effectively is key.

Activities include:

- examining tax returns and refund claims for proper application of Wisconsin laws
- examining books and records of multiple years or periods for proper application of Wisconsin excise tax laws
- acquiring additional information from taxpayers when needed
- documenting your work using working papers and reports
- handling of appeals and taxpayer contacts
- assisting and educating taxpayers
- assisting with tax program updates and improvements
- participating in special projects and assignments, including quality improvement and ongoing training and development

To perform these activities effectively, books and records auditors will:

- effectively communicate, both written and verbally, with taxpayers
- conduct extensive research
- write technical documents
- attain technical knowledge related to audits
- know and understand policies and procedures to complete audit projects
- perform special assignments such as preparation or presentation of training seminars or participation on project teams that may cross section/bureau lines