

INCOME RECONSTRUCTION BOOKS & RECORDS AUDITOR

This entry level position will join a team of 10 to 12 revenue auditors that perform books and records audits on sales and use, individual income, partnership income, and corporate income/franchise tax returns. You will learn the functions associated with auditing, Wisconsin sales and use, income, and franchise tax laws and procedures, refund claim procedures, audit techniques, and effective approaches to interacting with taxpayers. In your work as an auditor, you will conduct a thorough review of books and records to accurately determine the correct tax liability including techniques for reconstructing income and/or receipts. You will document your work using working papers and reports. You will have the opportunity to contribute your ideas for improvements in auditing procedures and the development of new approaches. The ability to prioritize tasks, remain organized, and manage your time effectively is key.

Activities include:

- applying alternative auditing techniques to books and records in order to determine income and/or receipts
- examination of books and records of multiple years or periods for proper application of Wisconsin sales and use, corporation, partnership, and individual income tax laws
- examination of tax returns and credit claims for proper application of Wisconsin laws determining tax liabilities of taxpayers who have violated Wisconsin tax laws
- acquiring additional information from taxpayers when needed
- negotiating agreements with taxpayers that voluntarily come forward to disclose a tax liability
- handling of appeals and taxpayer complaints
- taxpayer assistance and education
- assisting in the development of new policies and procedures
- participating in special projects and assignments, including quality improvement and ongoing training and development

To perform these activities effectively, income reconstruction auditors will:

- effectively communicate, both written and verbally, with taxpayers
- perform extensive investigations and 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