



NEXUS BOOKS & RECORDS AUDITOR

This entry level position will join a team of 2 to 4 revenue auditors that perform full-scope books and records audits on business activities of in-state and out-of-state companies to detect violations of various tax laws in the areas of nexus, sales and use tax laws and corporation and individual income tax laws, including their application to interstate business activities. You will learn the functions associated with auditing, Wisconsin sales and use tax laws and procedures, refund claim procedures, audit techniques, and effective approaches to interacting with taxpayers. After the initial training period, auditors will work independently to complete audits. Travel to the taxpayer's business location may be required.

Activities include:

- examining books and records of multiple years or periods for proper application of Wisconsin sales and use, and corporation and individual income tax laws, and their application to interstate business activities to accurately determine the correct tax liability
- identifying and investigating potential taxpayers, including large multistate corporations, who have established sufficient connections with Wisconsin to create nexus with this state for tax purposes
- documenting work using workpapers and reports
- receiving additional information from taxpayers when needed
- negotiating agreements with taxpayers that voluntarily come forward to disclose a tax liability
- handling appeals and taxpayer complaints
- providing specialized staff services to other DOR employees relating to nexus
- providing 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 successfully, nexus auditors will:

- effectively communicate, both written and verbally
- perform extensive investigations and research
- analyze the facts and evidence discovered during investigation and determine whether the evidence supports the assertion of nexus
- write technical documents
- attain technical knowledge related to nexus projects
- know and understand policies and procedures to resolve nexus cases
- prioritize tasks, remain organized, and manage time effectively
- perform special assignments such as preparation or presentation of training seminars or participation on project teams that may cross section/bureau lines