



PASS THROUGH ENTITY OFFICE AUDITOR

This entry-level position will join a team of 10 to 14 revenue auditors that perform limited scope office audits on pass through entity tax returns and credit claims, including the audit of items that may flow through to individuals from pass through entities such as tax-option (S) corporations, partnerships, and trusts. You will learn the functions associated with office auditing, Wisconsin individual and/or fiduciary income tax laws and procedures and pass through entity laws and audit techniques, and effective approaches to interacting with taxpayers. No travel is required.

Activities include:

- examining current year individual income and fiduciary (trust and estate) income tax returns, partnership returns, LLCs, tax option (S) corporation returns, credit claims, and any other necessary returns to ensure that the correct forms are included and complete; income and deductions are accurate and compliant with the Internal Revenue Code and Wisconsin tax laws; and to verify sufficient information is provided to support credits claimed and all necessary supporting documents are submitted
- examining of multiple years or periods of tax returns for proper application of the Internal Revenue Code and Wisconsin tax laws to accurately determine the tax liability
- receiving of additional information from taxpayers when needed
- preparing assessments and refunds
- handling of appeals and taxpayer complaints
- providing taxpayer assistance and education
- 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 successfully, office auditors will:

- effectively communicate, both written and verbally
- perform extensive research
- write technical documents
- attain technical knowledge related to audit projects
- know and understand policies and procedures to complete audit projects
- 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