

PASS THROUGH ENTITY OFFICE AUDITOR

This entry-level position will join a team of 5 to 12 revenue auditors that perform 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. In your work as an auditor, you will examine tax returns for the proper application of the Internal Revenue Code and Wisconsin tax laws, and contact taxpayers to request additional information when necessary. You will prepare assessments and refunds, handle appeals and respond to taxpayer contacts. You will have the opportunity to contribute your ideas for improvements in auditing procedures and the development of new approaches.

Activities include:

- examination of 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 properly audit the files received and 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
- examination of multiple years or periods of tax returns for proper application of the Internal Revenue Code and Wisconsin tax laws
- acquisition of additional information from taxpayers when needed
- preparation of assessments and refunds
- handling of appeals and taxpayer complaints
- taxpayer assistance and education
- assistance with tax program updates and improvements
- participation in special projects and assignments, including quality improvement and ongoing training and development

To perform these activities effectively, office auditors will:

- effectively communicate, both written and verbally, with taxpayers
- perform extensive research
- write technical documents
- attain technical knowledge related to audit projects
- 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