



## COMPLIANCE RETURN AUDITOR

This entry level position will perform limited scope office audits on some or all of the following tax types: individual income, corporate income and franchise, withholding, sales and related specialty, partnership, and pass-through entities and their related shareholders, partners, and members when the assessment has staged to collections. You will learn functions associated with office auditing and determine adjustments to be made to delinquent tax assessments. You will also learn to effectively explain audit assessments, refunds, account adjustments, and collection actions to taxpayers, their representatives, and other department personnel. This position assists in the composition of Secretary letters to the Governor, Legislators, and the Claims Board. No travel is required.

Activities include:

- managing worklist and collection reports
- examining 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 additional information from taxpayers when needed
- preparing assessments and refunds
- handling 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