



SALES/USE TAX RETURNS AUDITOR

This entry level position will join a team of 10 to 12 revenue auditors and agents that perform limited scope office audits on sales and use, premier resort, expo and rental vehicle tax returns. The group also reviews credit claims for these tax types. You will learn the functions associated with office auditing, Wisconsin sales and use tax laws and procedures, pre-refund credit claim procedures, audit techniques, and effective approaches to interacting with taxpayers. No travel is required.

Activities include:

- examining sales and use tax returns and credit claims to ensure that the correct forms are included and complete; gross receipts and deductions are accurate and compliant with the Wisconsin tax laws; and verifying sufficient information is provided to support credits claimed and all necessary supporting documents are submitted
- examining multiple years or periods of tax returns for proper application of Wisconsin tax laws to accurately determine the correct tax liability
- requesting and 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, return auditors will:

- effectively communicate, both written and verbally
- prioritize tasks, remain organized, and manage time effectively
- 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