



INCOME RECONSTRUCTION BOOKS & RECORDS AUDITOR

This entry level position will join a team of 10 to 12 revenue auditors that perform full-scope books and records audits on sales and use, individual income, partnership income, and corporate income/franchise tax returns. You will learn the functions associated with field auditing, Wisconsin sales and use, income, and franchise 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:

- applying alternative auditing techniques to books and records to determine income and/or receipts
- examining books and records of multiple years or periods for proper application of Wisconsin sales and use, corporation, partnership, and individual income tax laws to accurately determine the correct tax liability
- examining tax returns and credit claims for proper application of Wisconsin laws
- 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 taxpayer assistance and educations
- 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, books and records auditors will:

- effectively communicate, both written and verbally
- perform extensive investigations and research
- write technical documents
- attain technical knowledge related to audits
- 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