



SALES/USE TAX BOOKS & RECORDS AUDITOR

This entry level position will join a team of 10 to 12 revenue auditors that perform books and records audits on sales and use, premier resort, expo and rental vehicle tax returns. You will learn the functions associated with auditing, Wisconsin sales and use tax laws and procedures, refund claim procedures, audit techniques, and effective approaches to interacting with taxpayers. In your work as an auditor, you will conduct a thorough review of books and records to accurately determine the correct tax liability. You will document your work using working papers and reports. You will have the opportunity to contribute your ideas for improvements in auditing procedures and the development of new approaches. The ability to prioritize tasks, remain organized, and manage your time effectively is key.

Activities include:

- examination of tax returns and credit claims for proper application of Wisconsin laws
- examination of books and records of multiple years or periods for proper application of Wisconsin sales and use, premier resort, expo and rental vehicle tax laws
- acquisition of additional information from taxpayers when needed
- documenting your work using working papers and reports
- handling of appeals and taxpayer contacts
- 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, books and records auditors will:

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