

Sales Tax Auditor Job Description

Duties and Responsibilities:

- Maintain all required paperwork according to required procedures and policies
- Maintain all procedure manual
- Administer all internal audits and ensure compliance with all documents and tests
- Ensure compliance with all statutes and analyze accounting systems
- Perform evaluation of all tax controls to help in reducing taxes
- Make sure all codes are followed and aid in the management of audits data
- Provide the needed training to all auditors and evaluate all audits as per requirement
- Create audit plans according to procedures and analyze all pre-audits
- Provide support to all activities and supervise tax audit implementation
- Create and submit different comprehensive reports
- Administer all tax statutes and assist taxpayer to complete all audits
- Give a helping hand in the performance of all complex audits for all businesses
- Analyze all accounting systems to administer all additional liabilities
- Perform evaluation of all refunds, as well as calculations for all tax assessment
- Maintain knowledge on all tax strategies and laws and develop reports for them
- Make sure all results submitted are in line with all internal procedures
- Provide assistance to all clients.

Sales Tax Auditor Requirements – Skills, Knowledge, and Abilities

- Must be willing to learn the Town's tax auditing policies, goals, and procedures
- Should understand and follow the goals, procedures, and policies of the Finance Department

- Have a robust knowledge of local and state statutes, charters, and resolutions
- Knowledge of internal controls and EDP procedures
- Have skills in scheduling, planning, and performing sales and use tax audits
- Possess skills in performing tax licensing and collection processes
- Ability to initiate and enforce revenue collection methods and procedures
- Ability to handle the stress of court appearances and give effective testimony in support of the Town's position
- Ability to carry out and understand complex written and oral instructions
- Knowledge of standard office terminology, procedures, routines, and equipment.