

Tax Auditor Job Description

Duties and Responsibilities:

- Maintain all required paperwork as required by law
- Administer all internal audits and ensure strict compliance regarding all documents concerned
- Analyze accounting system and ensure compliance with all statutory laws guiding tax administration
- Evaluate all audit files and assist to provide training to other auditors
- Analyze documents at the stage of pre-audit and also develop audit plans in accordance with laid down procedures
- Evaluate refunds and perform an accurate calculation for all tax assessment and prepare audit reports at the end
- Submit the results of internal audits in line with the accepted procedures and evaluate all issues in order to assist clients
- Interpret federal, state and local tax laws and regulations and apply them accordingly in all auditing procedures
- Explain tax codes and laws to taxpayers and clients
- Collect taxes on behalf of the government and also collect tax reports from individuals and businesses
- Make recommendations on tax compliance and payments to individuals and businesses that have been audited
- Make detailed reports regarding findings after concluding an audit
- Analyze financial data so as to arrive at an accurate amount of tax to be paid to the government
- Attend seminars and workshops in order to improve their knowledge of the administration of tax
- Ensure that the government is not cheated when evaluating the tax that an individual or company will have to pay.

Tax Auditor Requirements – Skills, Knowledge, and Abilities

- A Bachelor's degree in Accounting or Accountancy, Economics, Business, or in other related discipline

- 3 years of experience in tax consultancy or auditing
- Membership of at least one professional body will be an added advantage
- A good grasp of mathematics and finances in order to work effectively with numbers and data
- Excellent investigative skills will be very crucial
- Ability to use analytical skills to study data and documents
- Excellent attention to detail in order to thoroughly examine financial records, receipts, and other related documents
- Excellent problem-solving skills is mandatory
- Excellent communication skills are needed in both written and spoken forms so as to explain tax codes to clients and taxpayers explicitly
- Must possess computer skills especially in the use of software programs like Peachtree for the purpose of preparing computerized tax reports and Excel for the preparation of spreadsheets
- Excellent customer service skills are of the essence
- Ability to work under intense pressure is key
- Ability to display a high level of honesty and integrity is paramount
- Excellent interpersonal skills
- Ability to work with a team.