

TANGIPAOA PARISH SCHOOL SYSTEM
CLASS DESCRIPTION, 1999

POSITION TITLE: AUDITOR I

KIND OF WORK

Under general supervision, the purpose of the position is to audit sales and use tax for the School Board, Parish Council and local municipalities. Employees in this classification perform professional level work. Position is responsible for assessing for sales and use tax, preparing audit work papers, calculating tax, penalty and interest liability. Performs related work as required.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Prepares audit work papers to document findings of audit.

Prepares spreadsheets to calculate tax, penalty and interest liability.

Organizes and performs audit including lifting or moving boxes of records; performs mail audits where appropriate.

Conducts the exit conferences with the taxpayer/business contact.

Sends notice of tax, penalty and interest due, or no change to audited taxpayers; follows up and notifies tax administrator if tax is not paid.

Follows up audit request letters to ensure requested audits are scheduled.

Answers tax questions.

Assists taxpayers with proper completion of sales tax return.

Researches new laws to remain up to date on laws.

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Prepares and types correspondence for various functions.

Prepares and implements Professional Growth Plan.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Perform related work as needed.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern accounting principles, practices and procedures.

Knowledge of modern automated systems used in the preparation and maintenance of accounting data, as well as modern office practices, procedures and equipment.

Knowledge of basic mathematics and statistics used in accounting work.

Knowledge of business English used to prepare brief, narrative reports.

Knowledge of modern computer technology.

Skill in the operation and care of calculators and other office equipment used in connection with accounting work.

Skill in communicating effectively with the public and clients over telephone, in person, fax, and other methods.

Ability to prepare clear, complete, concise oral and written reports.

Ability to meet deadlines.

Ability to establish and maintain effective relationships with superiors and other employees.

Ability to calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

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analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

MINIMUM REQUIREMENTS

Bachelor's degree in Accounting or related field; supplemented by one (1) year previous experience in an accounting and/or auditing; or an equivalent combination of education, training, and experience.

ADA COMPLIANCE

Physical Ability: Some tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks may require visual, sound and color perception and discrimination and require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Employee's Signature

Supervisor's Signature

Date

Date

The Tangipahoa Parish School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Tangipahoa Parish School System will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.