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## Job Description

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Job Title:	State Auditor IV <i>(to directly link to this job posting, copy <a href="#">this link</a>)</i>
County	Shawnee
Req. No:	177283
Agency:	Department of Revenue
Posting Type:	External
Applications accepted through:	May 8, 2014

Job Description:

### **\*\*REQUIREMENT\*\***

#### **KANSAS TAX CLEARANCE CERTIFICATE REQUIRED**

Each applicant, applicant, including current state employees, applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <https://www.kdor.org/TaxClearance/Self/Default.aspx>. Your application will be considered incomplete if not submitted within 48 hours after the posting closes.

**Complete the request one day (Submit Request) and check for a certificate the following day (View Status), at the same web site.** If you get a red message on day two that your certificate cannot be issued at this time, please call 785-296-3199. Mail, fax or email the .PDF file containing your certificate to us or contact the phone number given when checking the status. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. **A Tax Clearance expires every 90 days. Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency.** This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

**SECURITY CLEARANCE REQUIREMENTS:** KBI check due to direct access to Federal Tax Information in taxpayer records.

**MINIMUM REQUIREMENTS:** Six years of experience in examining internal work processes,

financial and operational records and controls to assess effectiveness, accuracy of records and compliance with statutes, regulations and professional/legal standards. Education in accounting/auditing, business administration, or economics may be substituted for experience as determined relevant by the agency.

**APPLICATION REQUIREMENTS:** State of Kansas Employment Application, Resume, Transcripts and Questionnaire at the time of application. Your application will be considered incomplete and you will not be considered for this vacancy unless you submit those items indicated. Be sure to include at least two supervisory references on your employment application. Include the requisition number and job title of this posting on ALL correspondence, including e-mail.

**TO APPLY:** If you have not done so already, please register your personal data with the State of Kansas at [jobs.ks.gov](http://jobs.ks.gov). Application materials may be submitted on-line, mailed to KDOR Recruitment, Docking State Office Building, 915 SW Harrison, Room 191, Topeka, KS 66612-1588, faxed in to (785) 296-1107 or emailed to [KDOR.Recruitment@kdor.ks.gov](mailto:KDOR.Recruitment@kdor.ks.gov). If questions, please contact recruiter at (785) 296-3077.

**PERFORMANCE STANDARDS:** To be successful, candidate is expected to routinely perform the position tasks with limited supervision by the end of the probationary period.

**PROCESS FOR SELECTION:** Upon receipt of your complete application packet, an evaluation of your qualifications will be conducted and your status based on the established minimum requirements, necessary special requirements, if applicable, and preferred selection criteria for the specific vacancy will be determined. Based on your ranking in comparison with other applicants, you may/may not be referred for further consideration and/or possible interview. If you are not selected for the vacancy, you will be notified within 30 days of the position being filled.

**REASONABLE ACCOMMODATION POLICY STATEMENT:** The Americans with Disabilities Act of 1990 ensures you the right to reasonable accommodations. A request for an accommodation will not affect your opportunities for employment with the State of Kansas. Arrangements will be made if you have a disability that requires an accommodation for completing an application form, interviewing or any other part of the employment process. It is your responsibility to make your needs known to the KDOR Recruitment Office at 785-296-3077.

**VETERANS' PREFERENCE ELIGIBLE (VPE):** Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the competency factors of the position, including any preferred selection criteria established in accordance with K.A.R. 1-6-3. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager. See [jobs.ks.gov](http://jobs.ks.gov) for additional Veterans' Preference Information.

**LOCATION:** Audit Serv-Corp Inc & Veh Tax, Docking State Office Building, Topeka, Kansas

**Regular Days of Work:** Monday - Friday

**Regular Hours of Work:** 07:00 AM - 05:30 PM

**Hours of work may be negotiable**

**DEADLINE:** All Application Requirements must be received by the posted deadline to be

considered.

## OVERVIEW OF POSITION

**This is a supervisory position.**

**Overview:** Supervises the vehicle/motor fuel tax audit unit and the work done by a group of professional State Auditors in the performance of field and office tax audits. Extensive knowledge of IRP, IFTA and motor fuel tax laws is necessary. Participates in the development of audit procedure manuals and training for auditors. Assigns, reviews and evaluates the work of auditors. Reviews audits for compliance and uniformity and keeps audit manager informed of sensitive findings. Establishes performance objectives, provides feedback and conducts performance evaluations of team members. Accompanies the Audit Problem Resolution Officer to informal appeal conferences. Testifies in appeal hearings to defend procedures and findings as required. Works in conjunction with audit manager to develop policies and procedures and to meet Audit Plan goals. Participates with IFTA/IRP peer review audits conducted on other states.

[Click here for more information about this position.](#)

Find out more about us at our [website](#)

[View Job Class Spec Class/Uncl: C Full/Part Time: F Grade 034 Hiring Rate: \\$2,264.80 Pay Frequency: Biweekly](#)

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*Contact the Office of Human Resources for General Questions: [psweb@da.ks.gov](mailto:psweb@da.ks.gov), (785) 296-4278, otherwise use the [agency contact list](#).*

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