



INDIVIDUAL INCOME TAX RETURNS AUDITOR

This entry level position will join a team of 10 to 12 revenue auditors that perform limited scope office audits on individual income tax returns and pre-refund review of credit claims of individual income tax returns. You will learn the functions associated with office auditing, Wisconsin individual income tax laws and procedures, pre-refund credit claim procedures, audit techniques, and effective approaches to interacting with taxpayers. No travel is required.

Activities include:

- examining current year individual income returns and credit claims to ensure that the correct forms are included and complete; income and deductions are accurate and compliant with the Internal Revenue Code and Wisconsin tax laws; and to verify sufficient information is provided to support credits claimed and all necessary supporting documents are submitted
- examining multiple years or periods of tax returns for proper application of the Internal Revenue Code and Wisconsin tax laws to accurately determine the tax liability
- receiving additional information from taxpayers when needed
- preparing assessments and refunds
- handling appeals and taxpayer complaints
- providing taxpayer assistance and education
- assisting with tax program updates and improvements
- participating in special projects and assignments, including quality improvement and ongoing training and development

To perform these activities successfully, office auditors will:

- effectively communicate, both written and verbally
- perform extensive research
- write technical documents
- attain technical knowledge related to audit projects
- know and understand policies and procedures to complete audit projects
- prioritize tasks, remain organized, and manage time effectively
- perform special assignments such as preparation or presentation of training seminars or participation on project teams that may cross section/bureau lines