

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Auditor
Position Number: 58130710
Division: Business & Income Tax Division
Grade/Salary: 4/\$14.66/hr DOQ
*Training Assignment salary would be 5% less DOQ
Type of Employment: Permanent/Full Time
Location: Helena
Union: Yes
Supplement: No
Closing Date: January 22, 2009

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys the diversity of working in an office environment. To perform successfully as an Auditor, you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic and a positive attitude, and enjoy working with, and for, the public. The position requires math and computer skills and the ability to communicate effectively and respectfully with the public, as well as with your team of co-workers. The ability to research, understand and apply the laws, rules, policies and procedures that govern the work of the Department of Revenue, as well as, the ability to make sound decisions and be accountable for them, is essential.

Responsible for initiating, preparing, conducting, and finalizing audits of returns for individual and withholding tax types. Responsible for the planning, direction and conducting of audits and daily compliance work for Montana's taxes. Performs routine exam reviews or audits of Montana income, and withholding returns to ensure completeness and accuracy. Solicits, prepares, and/or estimates tax returns and tax liabilities for taxpayers based on information received from the taxpayer, taxpayer's accountant, information agents, governmental agencies or other sources. Monitors compliance programs to insure the use of uniform procedures; and assesses tax, penalty, and interest.

Requires the ability to provide timely and concise information to others both orally and in writing; proactively focus efforts and energy on successfully attaining goals and objectives; making difficult decisions and persisting even when confronted by obstacles and/or adversity, including assuming accountability for decisions, actions, and results; and to understand and appropriately apply procedures, requirements, regulations, polices and laws related to position. Requires working knowledge of software, Integrated Information Systems, and other pertinent computer and communication technology; effective written, oral, and interpersonal communication skills; and theories and practices of auditing and accounting, including various accounting systems. Also requires thorough knowledge of negotiation and conflict resolution.

The above competencies are typically acquired through a combination of education and experience equivalent to an Associate Degree in Accounting or Finance, Business Administration, Public Administration or related field with course work in accounting and tax and two years of experience in tax examining or a closely related area. Other combinations of education and experience that could provide these competencies will be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, full medical, dental, and life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$30,000/yr is:

Wages:	\$30,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 2,070.00

Total Average Wage Package **\$39,150.00**

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue.
Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Training Assignment: A training assignment may be considered if an applicant does not meet the minimum qualifications. The salary for a training assignment is typically 5% less than the advertised salary.

Background Check: Applicants will be subject to a criminal background review before being

considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other Eligibility Requirements: Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax status must be current.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.