

## **Unemployment Accounts Auditor 1**

### **Job Brief:**

This is an entry level professional class, which is flexibly staffed with the working level classification of Unemployment Accounts Auditor 2. Supervision is initially close, but as an incumbent learns procedures and practices, supervision becomes more general. This class differs from the next higher classes in that incumbents of the latter function at the working level under general supervision.

\*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

### **Job Duties:**

#### **Analyzing Data or Information:**

Learns to conduct audits and examine financial records of business to determine liability for state unemployment taxes and to ensure compliance with accepted accounting principles and practices and adherence to pertinent state laws, rules and regulations.

#### **Interpreting Information for Others:**

Learns to explain, interpret and enforce departmental policies and procedures and pertinent federal and state laws, rules and regulations.

#### **Documenting/Recording Information:**

Learns to audit individual and corporate tax documents to determine unemployment insurance irregularities and liabilities.

## Evaluating Information to Determine Compliance with Standards:

Learns to prepare documented evidence on suspected fraud cases for criminal prosecution; represents the Department of Labor and Workforce Development and represents evidence at administrative appeals hearings, state and federal criminal courts.

## Getting Information:

Gathers evidence through the examination of employer financial records and unemployment insurance claims documents and personal interviews or telephone contact with employers, claimants, attorneys, auditors, and other members of the public essential to the case development.

Learns to prepare and maintain a variety of routine complex records and reports from an audit, internal sources and legal documentation.

## Updating and Using Relevant Knowledge:

Keeps up to date with current employment security laws, policies and procedures.

## Communicating with Persons Outside Organization:

Learns to effectively communicate with employers regarding collection of delinquent reports and premiums or establish dates and amounts of payment in accordance with state laws and agency policies.

Communicates to employers, supervisors, or legal staff the procedures followed, major findings collected, and positions taken as a result of tax investigations.

Learns to establish and maintain personal contacts with individual taxpayers, corporate representatives, financial institution representatives, attorneys and members of the public by telephone, correspondence, or personal visits to request additional information necessary to complete an audit or examination, to advise and inform on adjustments made to tax returns, and to suggest solutions and resolve problems uncovered in examinations or audits.

### Processing Information:

Learns to utilize internal programs for audits of employer records and the collection of delinquent reports and premiums.

### Operating Vehicles, Mechanized Devices, or Equipment:

Operates a motor vehicle in accomplishing work.

### Establishing and Maintaining Interpersonal Relationships:

Learns to develop constructive and cooperative working relationships with employers and tax representatives.

## Requirements and Skills:

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree, including eighteen (18) semester hours in accounting.

**Substitution of Experience for Education:** Qualifying full-time professional experience in accounting or auditing may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

#### Necessary Special Qualifications:

A valid motor vehicle operator's license may be required for employment in some positions.

**Examination Method:** Education and Experience, 100%, for Preferred Service positions.

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