



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty.

Position: Audit Program Manager (WMS 3)
Division: Audit

Location: Tumwater, WA
Notice: WMS 06-0007

Opens: July 18, 2006
Closes: July 28, 2006

Audit Division Profile:

The Audit Division provides a wide variety of services to taxpayers and citizens of the State of Washington. Primarily through the performance of field audits, the Division promotes fairness and equity by ensuring taxpayers compliance with tax rules and laws. This activity results in a voluntary compliance rate in excess of 97% of all registered taxpayers. In addition to conducting field audits, we provide education to taxpayers and citizens upon request. The Division is committed to providing these services to taxpayers in a professional, respectful and non-intrusive manner.

The Audit Division has 300 employees and contractors located throughout the state and the United States. Field auditors are allocated to three different regions. Each region comprises approximately 7 to 8 field audit managers, each managing 10 to 12 field auditors.

Primary Duties:

From headquarters, this position manages and directs statewide Audit division standards and procedures. Represents the Assistant Director in their absence. Participates as Audit's representative on tax policy committees with business representatives. Responsible for managing the audit processing, audit computer support and special project programs from the Olympia headquarters, to provide fair and uniform application of tax laws and promote an optimal level of accurate tax reporting and payment. Required to plan and implement strategies to meet program objectives. Acts as division liaison to other divisions on tax policy and procedure. Responsible to provide written guidance to Audit staff for situations where agency tax policy is in a state of uncertainty and consistency in application of the tax is needed for an interim period. Develops audit selection strategies and methods to achieve audit performance measurements. Counsels and consults on all human resource issues arising in our area of responsibility.

Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

**WORKING TOGETHER
TO FUND
WASHINGTON'S
FUTURE**

Compensation:

\$66,712 - \$81,536 annually (WMS 3), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Desired Qualifications (Knowledge, Skills & Abilities):

Desired candidates will possess a college degree and knowledge of tax and auditing practices and principles. In addition, desirable candidates will demonstrate constructive conflict resolution skills including ability to develop a comprehensive range of alternatives before coming to final decisions. They should have the ability to work effectively with hierarchies within the organization, government and the business community.

This position requires a working knowledge and full utilization of management principles, long range planning, communication techniques, budget management, cost benefit analysis, training needs assessments, human resources management practices and principles, delegation, motivating and mentoring.

This position requires knowledge of the Washington Revenue Act of 1935, as amended; rules, policies and court decisions affecting the audit program; principles and procedures governmental and industrial accounting and auditing.

This position requires ability to manage and direct supervisory and higher managerial staff, interpret and articulate excise tax rules, policy and procedures; effectively coordinate both horizontal and vertical echelons; analyze internal administrative and agency systems and procedures. Requires an ability to lead and participate in committees and teams within the department to achieve maximum efficiency in meeting divisional and agency objectives.

The successful candidate should have at least a Bachelor's degree involving major study in accounting or closely allied field and three years of management experience. Requires excellent oral and written communication skills and leadership skills.

How to Apply:

A letter of interest addressing your experience and qualifications relevant to the position, state application, with a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers: one supervisor, one subordinate (if applicable), and one person outside your immediate work environment.

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dor.wa.gov/forms/ApplicantProfileDataForm.doc> Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement to the following address:

Submit Applications to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Fax: (360) 664-0658
please indicate position title on cover

Mail: State of Washington Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Special Note:

Prior to any new appointment into the Department of Revenue, a background check will be conducted. The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.