



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: Field Audit Manager (WMS 2)
Division: Audit

Location: Tacoma, WA
Notice: WMS 06-0008

Opens: July 19, 2006
Closes: August 4, 2006

Primary Duties:

Manages and directs the field audit operations in a district office which includes the direct and remote management of a professional audit staff. Recommends strategies and policies for implementing audit operations to the Audit management team. Develops and implements audit programs to provide fair and uniform application of tax laws and promote an optimal level of accurate tax reporting and payment through continuing audit presence and taxpayer education. Conducts conferences with taxpayers to resolve disputed tax issues, pursuant to WAC 458-20-100, as a first step in the appeals process. Administers taxpayer education programs and manages audit facilities including security procedures.

Compensation:

\$52,050 - \$63,617 annually (WMS 2), 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:

Desirable candidates will possess a college degree as well as in-depth knowledge and substantial experience in tax auditing and principles of accounting. In addition, desirable candidates will be able to demonstrate strong managerial, interpersonal, and problem solving skills and the ability to develop and work with teams. They should have the ability to work well with a variety of people, have good leadership and motivation skills and be capable of learning and open to new technological challenges. They must be able to maintain a positive attitude and a sense of humor in stressful situations.

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

Knowledge:

Working knowledge and full utilization of management principles, communication techniques, negotiation skills, training needs assessment, personnel rules and regulations, affirmative action and diversity regulations, skill in human resource management, motivating, team building, and mentoring.

Knowledge of the Washington Revenue Act of 1935, as amended: rules, policies and court decisions affecting the audit program; principles and procedures of accounting and auditing. Comprehension of divisional roles and responsibilities of the department and how audit decisions affect those divisions.

Skills:

Ability to manage and direct staff, interpret and articulate excise tax rules, policies, and procedures; effectively coordinate horizontal and vertical echelons of audit and other divisions, analyze, develop, and implement internal administrative and audit systems and procedures.

Ability:

Work is generally performed in an indoor office environment and generally involves a high degree of concentration. Must be able to work on multiple projects simultaneously and may be required to work extended hours. This position does not require the use of specialized equipment and there are no known hazards or hazardous materials to which the employee may be exposed. Must be able to work in a non-smoking environment.

How to Apply:

A letter of interest, 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.

In addition, provide a response of no more than two pages in total to the following questions:

- 1) List all of the ways a manager can help staff succeed.
- 2) Under what circumstances would you delay signing off on an audit?

We request that you complete and return an Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dop.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.