



## 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:** Tumwater, WA  
**Notice:** WMS 06-0010

**Opens:** September 15, 2006  
**Closes:** September 29, 2006

### Primary Duties:

Manages and directs the Audit Standards & Procedures audit processing unit in headquarters which provides the quality assurance for the division that all audit assessments conform to standards set for fair and uniform application of tax law as well as division auditing standards. This requires direct management of professional audit staff and support staff to ensure the mechanical and theory review of audit reports performed division-wide. The unit gives final approval for issuance of tax assessments and with formal procedures, prepares audit fiscal notes for proposed legislation. Serves as an Audit representative on interdivisional committees and as expert witness as necessary. Serves as the Agency's IRS liaison officer.

### Compensation:

\$59,492 - \$72,712 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.

This position requires a working knowledge and full utilization of management principles, communication techniques, negotiation

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

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## How to Apply

E-mail: [jobs@dor.wa.gov](mailto: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

skills, training needs assessment, personnel rules and regulations, affirmative action and diversity regulations, skill in human resource management, motivating, team building, 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 of accounting and auditing. Comprehension of divisional roles and responsibilities of the department and how audit decisions affect those divisions.

This position requires 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. Bachelor's degree in Accounting or related field.

### How to Apply:

A letter of interest, with a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers.

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](mailto:jobs@dor.wa.gov)  
*please indicate position title in subject line*

### 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.

