WASHINGTON STATE EMPLOYMENT OPPORTUNITY

WASHINGTON STATE DEPARTMENT OF REVENUE
6500 Linderson Way SE ◆ PO Box 47463 - Olympia, WA 98504-7463
(360) 725-7498 ◆ FAX (360) 664-0658 ◆ TDD/TTY (360) 664-0580

WASHINGTON MANAGEMENT SERVICE RECRUITMENT ANNOUNCEMENT

POSITION: **Field Audit Manager - Special Programs**
Responsible for managing a staff of auditors who travel statewide and examiners, all of whom are located in Olympia headquarters. This management position is located in Olympia, Washington.

SALARY: $50,436 - $61,644 annually D.O.Q. (WMS Band 2)

WHO MAY APPLY: This recruitment is open to all interested candidates. Prior to any new appointment into the Department of Revenue, a background check will be conducted.

AGENCY PROFILE: The Washington State Department of Revenue's mission is to fairly and efficiently collect revenues and administer programs to fund public services, advocate sound tax policy, and continuously improve the quality of service.

The Washington State Department of Revenue employs 1,000 people in classifications ranging from property tax appraisers, revenue agents and revenue auditors, to foresters, computer systems analysts and excise tax examiners. The headquarters of the organization is located in Olympia, Washington. There are also 13 field offices geographically located throughout the state. The Washington State Department of Revenue also employs several auditors in out-of-state locations.

OBJECTIVE: Manages and directs the statewide contract clearance program, corporate dissolution program, and the field audit operations for leasehold, cigarette, fish, and forest taxes which includes the direct and remote management of professional audit and examiner 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.

DESIRABLE 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.

KNOWLEDGE & SKILLS:

This position requires a 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.

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.

CONDITIONS OF EMPLOYMENT:

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.

INTERESTED APPLICANTS SHOULD SUBMIT:

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: 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 and discuss all of the ways a manager ensures successful program and field audit operations.
2) Describe a professional audit process and what a manager does to ensure that the audit is successfully completed.

We request that you complete and return the attached Profile Data Sheet. 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:

Washington State Department of Revenue
Office of Human Resources
ATTN: Carole Lynch
P.O. Box 47463
Olympia, Washington 98504-7463

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 NEEDING 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.

For more information about the Washington State Department of Revenue or other career opportunities, please visit our web site at http://dor.wa.gov.

State of Washington

Department of Revenue

APPLICANT PROFILE DATA FORM

Completing this form will enable Washington State to assess the many talents and skills that are available throughout the workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available *only* to authorized personnel. Please review the Affirmative Action Definitions at the bottom of this page.

Name:_____ Date: _____

1. What race or culture do you consider yourself? *If you are more than one race, please check "Other Race".*

❑ Aleut ❑ Cambodian ❑ Filipino ❑ Hispanic ❑ Korean ❑ Spanish
❑ Asian ❑ Chinese ❑ Guamanian ❑ Indian ❑ Laotian ❑ Vietnamese
❑ Black ❑ Eskimo ❑ Hawaiian ❑ Japanese ❑ Latino(a) ❑ White
❑ Other Race (specify indicate race or culture): _____

If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes:

❑ Multi-Racial _____
(Affirmative Action Preference)

2. Are you: ❑ Male ❑ Female

3. Have you ever been on active duty in the U.S. Armed Services? ❑ Yes (if checked, see 3a and 3b) ❑ No

3a. Dates served: from:_____ to _____

3b. Are you a disabled veteran? ❑ Yes (____ %) ❑ No

4. Do you have any physical, sensory, or mental condition that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself or performing manual tasks? ❑ Yes ❑ No

5. Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job? ❑ Yes ❑ No

Date of Birth:_____/_____/_____

AFFIRMATIVE ACTION DEFINITIONS

American Indian or Alaskan Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian/Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Black/African-American. A person with origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorders such as mental functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.

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