REVENUE FIELD AUDITOR 3(Job Id 3634)

Post Date: 10/17/2013 **Grade:** 21

Category: ACCOUNTING/AUDITING **Salary:** 39,983.00-54,069.00

Location: PHOENIX

Description

ARIZONA DEPARTMENT OF TRANSPORTATION

The Arizona Department of Transportation (ADOT) is a multi-modal transportation agency that is responsible for planning, building, operating and maintaining a complex highway system in addition to providing motor vehicle services. ADOT also ensures the safe and efficient movement of people, goods and services throughout Arizona while promoting compliance with all applicable state and federal laws and regulations. ADOT moreover operates and maintains the Grand Canyon Airport and publishes the award-winning Arizona Highways magazine. ADOT values its employees, challenges them to continuously improve the way we do business, to meet and exceed the needs of our customers, and to carry out their duties in an ethical manner. To learn more about ADOT click here.

REVENUE FIELD AUDITOR 3
Division: ASD/Audit and Analysis
Work Location: 1801 W. Jefferson, Phoenix, AZ

Two positions available

This announcement will remain open until filled; any additional resumes will be reviewed as needed.
Note: announcement may close at any time

Job Description: To act as team leader on audits of considerable complexity to assure the correct reporting and payment of excise taxes; to train and evaluate “new” auditors in advanced audit techniques and computer utilization; to prepare reports of audit findings; to testify as an expert witness in hearing and/or court proceedings.

NOTE: This position requires up to 25% overnight travel, primarily out of state travel with occasional in state travel.

Knowledge, Skills and Abilities:

Knowledge of:
*Work management and leadership;
*Accounting and auditing principles and standards.
*Arizona Revised Statutes; Arizona Administrative Code; ADOT Policies and Procedures.
*Various multi-jurisdiction agreements and intergovernmental agreements.

Skills in:
*Time management skills.
*Interpretive skills.
*Oral and written communication skills.
*Listening and working with the public and constituents to develop appropriate solutions to concerns and issues;
*Operating computer hardware and software.
*Organizing and analyzing records and information; preparing work papers and reports with complex computations with clarity and accuracy.
*Organizational skills with large amounts of data and information.

Ability to:
*Understand and anticipate, to the extent possible, constituent and stakeholder concerns.
*Work well under pressure with limited supervision to meet deadlines.
*Multi-task multiple assignments and projects.
*Train new employees.
*Operate and utilize current computer applications.

Ideal Candidate: **A bachelor's degree with concentration in accounting or finance and at least one year as a Revenue Field Auditor 2 OR Completion of at least 15 semester hours of college level accounting/auditing coursework and at least two years of professional tax auditing experience.**

Preferred certification could include: CPA; CFE; CIA.

Note: This position requires possession of a valid Arizona Class D Driver License. Candidates for this position must complete and sign the Driver Form on page 6 of the State of Arizona Application for Employment at the time of interview, which will allow ADOT to obtain the candidate's motor vehicle record (MVR). The most recent 39-month period shown on the MVR will be reviewed in accordance with A.A.C. R2-10-207.12 (H) and (I). The review must show an acceptable driving record prior to any offer of employment being made by ADOT. Employment is contingent upon an acceptable MVR.

All newly hired employees are subject to the E-Verify Employment Eligibility Verification

RETIREMENT: This position participates in the Arizona State Retirement System (ASRS). ASRS enrollment eligibility will become effective after 27 weeks of employment, if not already an ASRS member at the time of hire.

BENEFITS: Comprehensive benefits package includes accrual of sick and vacation leave, and 10 holidays per year; health* and dental insurance*; retirement plan; life insurance; and long-term

disability insurance. Optional employee benefits include short-term disability*, deferred compensation, and supplemental life insurance*.

Note: Elective benefits for new employees may be subject to a 90-day waiting period.

Please visit http://www.azdot.gov/Inside_ADOT/HR/Employment.asp to learn more about benefits given to ADOT employees.

To submit your resume for consideration, please hit the “APPLY” button below.

State Government is an AA/EOE/ADA reasonable accommodation employer.

ADOT