



# Independent Audit Reviewer I

Salary Group: B25  
Class Code: 1030

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
<b>INDEPENDENT AUDIT REVIEWER I</b>	<b>1030</b>	<b>B25</b>	<b>\$66,259 - \$108,666</b>
INDEPENDENT AUDIT REVIEWER II	1032	B26	\$72,886 - \$123,267
INDEPENDENT AUDIT REVIEWER III	1034	B27	\$80,174 - \$135,594
INDEPENDENT AUDIT REVIEWER IV	1036	B28	\$88,191 - \$149,155

## GENERAL DESCRIPTION

Performs complex (journey-level) audit review work. Work involves performing compliance activities to ensure legal compliance with tax laws, auditing standards, and agency policies and procedures; and reviewing audits for program economy, efficiency, and effectiveness. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Reviews audit documentation for compliance with agency policies and auditing standards.

Prepares reports, determinations, and recommendations for review and approval; and communicates approved determinations and recommendations to audit staff, taxpayers, and taxpayers' representatives.

Researches and analyzes generally accepted government auditing standards, other financial standards, subject areas, control structures, and business practices to aid in making determinations and recommendations.

Assists in scheduling and conducting conferences with taxpayers, taxpayers' representatives, and audit staff concerning audits and refund claims.

May recommend amendments to the agency's audit policies and procedures.

May analyze quality control error findings for trends or patterns.

May provide guidance to others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in audit and regulatory work. Graduation from an accredited four-year college or university with major coursework in accounting or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of accounting and auditing methods and systems; generally accepted auditing standards and procedures; and various data analysis methods, techniques, and tools.

Skill in conducting research; in interpreting tax laws and agency policies and procedures; in identifying, resolving, and preventing tax-related issues by using strong analytical techniques and innovative approaches; and in the use of a computer and applicable software.

Ability to evaluate documents for accuracy and legal compliance, to review and analyze data and procedures, to provide objective determinations and recommendations that are consistent with tax laws and auditing procedures, to prepare concise reports, to quantify effects of audit results and issues, to maintain confidentiality and protect the privacy of taxpayers and other members of the public, to communicate effectively, and to provide guidance to others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), or Certified Government Auditing Professional (CGAP).