



DEPARTMENT OF REVENUE ADMINISTRATION  
MULTI-STATE TAX AUDITOR  
\$64,246 - \$89,414  
Unclassified Salary Schedule DD

The New Hampshire Dept. of Revenue, 109 Pleasant St., Concord NH, seeks a Multi-State Tax Auditor to The successful candidate will generally audit the New Hampshire business tax returns filed by companies with an obligation to apportion income to the state. Other duties include auditing other NH taxes, such as the real estate transfer tax. Most of these audits will be field audits, requiring the candidate to travel to any of the 50 states to review the company's records at its headquarters. The candidate will be expected to understand and apply New Hampshire tax laws and the Internal Revenue Code, along with the respective regulations, as well as state and federal court decisions, GAAP, and any specialized industry practices or rules.

**RESPONSIBILITIES:**

- Plans, administers, and conducts audits of at their corporate headquarters. Performs a detailed technical review of national and multinational taxpayers with attention to multistate tax issues such as apportionment, state modifications, nexus, unitary filings, and flow-through taxation.
- Thoroughly analyze the assigned audit, scheduling audits with taxpayers, traveling to the taxpayer's location, examining and analyzing taxpayer's records, documenting audit steps and conclusions, preparing detailed written reports citing specifics of noncompliance as well as related statutes and case law.
- Develops audit methods with appropriate revisions due to amendments of state and federal laws. Conduct audits of taxpayers accounting records to determine accuracy, completeness and compliance with the state tax laws. Works to wrap-up audit engagements in a timely and economic manner.
- Presents the agency's position during the conduct of formal or informal hearings when taxpayers contest the results of audits.
- Compile and prepare complete audit reports, which include audit procedures performed and findings, audit work papers, operating reports and correspondence regarding audit. Preparation of detailed written audit narratives.
- Communicate with taxpayers in writing, in person and on the phone for a variety of reasons including audit scheduling, audit performance and audit explanation.
- Exercise sound independent judgment and logical decision-making in the application of case law, statutes, rules, policies, written guidance, and technical criteria to the facts found on audit.

**EDUCATION:** Bachelor's degree from a recognized college or university with a major study in accounting, finance, business management or related field. Master's degree in related field or professional license in a related field preferred. In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature **MUST** be included with this application.

**EXPERIENCE:** At least 4 years' experience in accounting or auditing work associated with tax preparation, planning or administration. Work history demonstrating SALT experience and comprehensive tax and problem-solving ability preferred.

**SPECIAL REQUIREMENT:** As a condition of employment to ensure suitability for exposure to confidential information all Department employees shall be subject to initial checks and periodic rechecks of their criminal background history, which may include an FBI background review, a state background review, and a check with local law enforcement agencies. The receipt of an unfavorable result may be grounds for disciplinary action up to and including dismissal.

A New Hampshire driver's license is required.