



DEPARTMENT OF REVENUE ADMINISTRATION  
MULTI-STATE TAX AUDITOR  
\$63,494 - \$88,387  
Unclassified Salary Schedule DD

The New Hampshire Dept. of Revenue, 109 Pleasant St., Concord NH, seeks a Multi-State Tax Auditor to conduct examinations of tax returns filed for the various taxes administered by the Department of Revenue Administration at a taxpayer's place of business. Such audits are generally for compliance under the business profits tax and business enterprise tax and may include other taxes administered by the Department. The examination requires a broad understanding of the Internal Revenue Code, Internal Revenue Service regulations, court decisions in the area of federal and state taxation, generally accepted accounting principles and any specialized industry practices and procedures.

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.

A New Hampshire driver's license is required.

Interested candidates should apply online through the State's online recruitment system located at: <https://das.nh.gov/jobsearch/employment.aspx>, or submit a letter of interest and resume to NH DRA, Attn: Human Resources Coordinator, 109 Pleasant Street, PO Box 457, Concord, NH 03302 or via e-mail [Kathryn.Stillings@dra.nh.gov](mailto:Kathryn.Stillings@dra.nh.gov).