

**Classification Title: Business Auditor**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Ensures compliance with statutes and audits business records subject to ad valorem and prepared food and beverage taxes. Prepares formal audit reports and communicates findings both verbally and in writing.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Researches revenue files to select taxpayers for audit to examine all income tax returns, balance sheets, income statements, charts of accounts, bank accounts and all other records relative to the business.
2	S	Analyzes information reviewed and received through computerized databases and trending schedules.
3	S	Determines values and adjustments based on analysis and other comparable entities and applies tax appropriately.
4	S	Records findings and delivers audit reports. Prepares verbal and written defenses for findings.

**CLASSIFICATION REQUIREMENTS:**

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Education	Bachelor’s degree in Accounting, Business Administration, Finance or related field.
Experience	Two years of experience in accounting or auditing.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Completion of the following courses within two years of employment: Fundamentals of Property Tax Listing and Assessing and Fundamentals of Listing and Assessing Personal Property.
Reading	Advanced
Math	Advanced
Writing	Intermediate

CLASSIFICATION REQUIREMENTS	
Managerial	Receives Broad Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Calculators, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.