

Audit Division



Requirements

- Bachelor's Degree from an accredited college or university with at least 20 hours of accounting

- One year of accounting, auditing, civil legal experience or appraisal-of-property experience

- Compensation commensurate with experience

- CPAs, CFEs and Masters Degrees a plus

Contact April Beard, Executive Assistant, for more information about working in the Audit Division.

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www.tennessee.gov/revenue

Tax Auditor Qualifications

Critical Thinking: Conducts examinations of businesses' records for purposes of determining compliance with state tax laws, rules and regulations.

Examination: Collects detailed tax information in accordance with Revenue policy and procedure for office and field audits; examines records for completeness and reconciles discrepant figures; computes tax liability for the taxpayer.

Communication: Prepares reports of audit findings; corresponds with the taxpayer about scope and timing of audit; identifies discrepancies and recommends tax adjustments; conducts closing conferences with taxpayers; prepares correspondence to taxpayers, CPAs, attorneys and other representatives of the community.

Continued Learning: Keeps informed on latest tax legislation and court decisions to best advise taxpayers on matters; answers questions about tax law.

Initiative: Makes recommendations for audit selection and identifies potential taxpayers for audit, leverages available resources and technology to identify potential taxpayers, who may not be in compliance with the law or taxpayers affected by changes in the tax laws.

On-the-job Training: Interacts with supervisor and assigned coaches; initially works closely with such mentors to ensure competence and confidence with procedures and practices; engages in classroom and on-the-job training; progresses to more general supervision with lead auditor opportunities.

Progression: Opportunities to excel and grow from entry level position and associated responsibilities to handling complex accounts in office or field work, including offices around the state and country