

## **Audit Bureau Manager**

### **The Audit Bureau:**

The Audit Bureau is a compliance arm of the Kansas Department of Revenue and is responsible for a national enforcement program intended to promote voluntary tax compliance. The Bureau has 100 employees located in three offices across Kansas. The Bureau's efforts include Field Audit, Account Research and Desk Exam, Computer Assisted Audit, Sales Tax Refund Review, Voluntary Disclosure Agreements and Compliance Education.

[\*Click here to find out more about Department of Revenue\*](#)

### **Duties:**

The Audit Bureau Manager reports to the Director of Taxation and is responsible for directing the activities of the Audit Bureau in order to achieve proper application of tax laws and rules for uniform collection of approximately fifteen different tax types. This position leads the Audit Bureau management team in the setting of long and short-range goals for the Bureau.

Among the top priorities within this position's purview are:

- Ensuring the work of staff reaches performance goals and success measures.
- Recruiting, hiring, training and managing auditors and support staff.
- Managing a budget and deploying resources.
- Participating in making policy decisions on tax administration/audit issues and advising the Director of Taxation on such topics.

The Audit Bureau Manager maintains the highest standards of professional and ethical conduct to sustain the agency's mission of fairly and efficiently collecting revenues, administering programs to fund public services, and advocating sound tax policy. The incumbent serves as an active member of the agency's interdivisional leadership team and is responsible for participating in making strategic and operational decisions that support the agency's objectives.

### **Required Qualifications:**

- CPA or equivalent.
- Bachelor's degree in business, accounting, public administration or closely related field.
- Substantive knowledge of the laws, rules and policies that affect tax administration in Kansas.
- Demonstrated success in leading and managing professional audit staff and support staff that may be located in multiple offices.

- Demonstrated success in analyzing and restructuring workloads and work methods to make full use of available resources, including technology.
- Proficiency in current auditing practices and principles.
- Excellent judgment.

**Preferred Qualifications:**

- Significant experience in the following:
  - tax administration policy development;
  - strategic and operational planning;
  - budget development and expenditure analysis;
  - human resource management to include organizational development and performance management;
  - management of multiple programs and projects.
- Exceptional interpersonal, written and oral communication skills.
- The ability to integrate decisions and actions within the strategic goals of the Bureau and the Department of Revenue.

**Supplemental Information:**

To be considered, you must fully complete your online application and attach a cover letter and resume describing how you meet the qualifications listed in this announcement.

This position is exempt from civil service.

Follow the link below to view the job posting and submit your online application.

<http://admin.ks.gov/services/state-employment-center/job/job-postings?id=190610>