OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO) invites applications for the position of:

Tax Auditor

| SALARY: | $57,162.00 - $109,023.00 Annually |
| OPENING DATE: | 11/24/21 |
| CLOSING DATE: | Continuous |

**JOB DETAILS:**

SERVICING PERSONNEL OFFICE/UNIT: Office of Human Resources (OHR)
POSITION SERIES: DS-511
POSITION GRADE: DS-09/11/12
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: December 10, 2021
TOUR OF DUTY: To Be Determined
AREA OF CONSIDERATION: Unlimited
PROMOTION POTENTIAL: DS-12
NO. OF VACANCIES: One (1) or more
AGENCY: Office of Tax and Revenue (OTR), Compliance Administration (CO)
DURATION OF APPOINTMENT: Permanent
COLLECTIVE BARGAINING UNIT: This position IS in a collective bargaining unit.

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Office of the Chief Financial Officer (OCFO), Office of Tax and Revenue (OTR), Compliance Administration (CA). The incumbent independently conducts office and field examinations and audit investigations of the more difficult tax returns filed by individuals, partnerships, fiduciaries, unincorporated businesses and corporations. Conducts quality audits for determining tax liability for all major taxes. Makes recommendations, decisions, and conclusions regarding the correct tax liability due the District of Columbia. Reconstructs business activity when taxpayer records are inadequate, non-existent, falsified, or disorganized; determines the tax liability and proceeds with the audit process. Contacts the taxpayer or authorized representative to obtain documentation to support the information reported on the return being audited. Conducts on-line or off-line research of DC, Federal, other states’ Tax Codes, regulations, policies and procedures, technical publications, Corporation Counsel Rulings, and D.C. Tax Court decisions to support deficiencies. Prepares audit reports. Uses automated systems to create audit cases, modify audit case details and notes, and perform audit adjustments. Uses the Integrated Tax System (ITS) to reconcile financial statements and reports. Exercises tact and diplomacy when discussing tax issues and proposed audit deficiencies or adjustments with the taxpayer or the authorized representative. Notifies the taxpayer of the proposed changes that result from the audit of tax returns. Appears in court as an expert witness in regard to facts, documents and accounting matters. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Two (2) years of progressive experience performing the related duties and responsibilities such as analyzing, compiling and interpreting tax and/or other financial information, applying accounting and financial analysis techniques in order to make sound decisions and reach appropriate conclusions, and assisting in the preparation of audit and/or financial reports. Incumbent must have the ability to effectively communicate orally and in writing and have demonstrated analytical skills and the ability to exercise sound reasoning and judgment.
In addition – Applicant must have a bachelor's degree earned at an accredited US institution in accounting or related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. This can include up to six (6) hours of business law. Applicants must submit an official transcript that verifies a bachelor's degree in accounting or related field and 24 semester credit hours in accounting in order to be considered. If applicable, your application package must include a foreign credential course by course evaluation of all foreign transcripts. Acceptable foreign credential equivalency reports must be provided by organizations that have current membership with the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).

SPECIALIZED EXPERIENCE:

Experience that provides the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for this position.

ADDITIONAL INFORMATION:

VACCINATION REQUIREMENT:

The Office of the Chief Financial Officer values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Office of the Chief Financial Officer.

COLLECTIVE BARGAINING UNIT:

Employment with the OCFO is at will. However, the discipline and/or discharge of bargaining unit employees is governed by the collective bargaining agreement.

EEO STATEMENT:

The OCFO is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

HOW TO APPLY:

All Applicants, including departmental employees and other DC Government Employees, must submit an OCFO employment application at cfo.dc.gov. (Resume may be attached). Incomplete applications will not be considered. Employees affected by restructuring must submit their application with the application transmittal form. All applications, transcripts, and supporting documents must be received by close of business (5:00 PM) on the closing date of the announcement or they will not be considered.

NOTE: It is imperative that all information on the employment application, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.
JOB OFFERS:
Official job offers are made only by the OCFO’s Office of Human Resources.

PHYSICAL EFFORT:
Sedentary

REASONABLE ACCOMMODATION REQUESTS:
If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who contact you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.

RESIDENCY PREFERENCE:
An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia at the time of application, may claim a hiring preference over a non-resident applicant by completing the ‘Residency Preference for Employment’ form, DC 2000RP, and uploading and attaching it to their employment application. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

NOTICE OF NON-DISCRIMINATION:
In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above, protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS:
Employment with the OCFO is subject to the completion and satisfactory result of a background investigation conducted by the OCFO. For most positions, the investigation is conducted after commencement of duty, at which time you will be provided background and release of information forms to complete. For more information, see the Employment Opportunities section at the OCFO website (www.cfo.dc.gov). Certain highly sensitive positions however warrant completion of the OCFO background investigation prior to commencement of duty. You will be informed if this is required.

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). The applicant understands that making a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

SALARY REDUCTION OF REEMPLOYED ANNUITANTS:
An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment as a reemployed annuitant.

VETERANS PREFERENCE:
Applicants claiming veteran's preference must submit official proof with the application.

**WORKING CONDITION:**

Office Environment

TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, DC 2000. (RESUME MAY BE ATTACHED.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITAL FORM. ALL APPLICATIONS, TRANSCRIPTS, AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

WHERE TO APPLY:

Office of the Chief Financial Officer,
Office of Human Resources, 1101 4th Street, S.W., Suite W220 Washington, DC 20024 (202) 442-6523

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OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE CHIEF FINANCIAL OFFICER, OFFICE OF HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATIONS MAY BE FILED ONLINE AT:
http://cfo.dc.gov

Position #22-AD-OTR-0010
TAX AUDITOR
KM

1101 4th Street, S.W.
Suite W220
Washington, DC 20024
(202) 442-6523
Tax Auditor Supplemental Questionnaire

* 1. Describe your knowledge of accounting principles, auditing techniques, standard tax law and general investigative methods.

* 2. Describe your ability to research tax laws.

* 3. Describe your ability to meet and deal effectively with taxpayers and/or their representatives.

* Required Question