

Tax Examiners

Job Code	Job Title	Pay Grade
4220A1	Tax Examiner Manager	25

CONCEPT:

This is technical work examining tax returns and accounts for simpler tax types; technical work examining tax returns and accounts for moderately complex tax types; routine technical work examining tax returns and accounts for highly complex tax types to determine individual or business tax liability; or technical work assisting taxpayers in completing their individual or business tax returns.

TASKS:

- Performs full performance examinations of moderately complex tax returns and accounts such as income, sales, withholding, homestead, property, food sales, or other taxes of equivalent complexity.
- Performs routine examinations of highly complex tax returns and accounts such as corporate, inheritance, fair share, or other taxes of equivalent complexity.
- Makes final determinations on tax to be abated or assessed, or whether to exempt leases from tax; reconciles and adjusts taxpayers' accounts on computer and paper file; prepares invoices, vouchers and refunds; and approves the closing of accounts.
- Reviews motor carrier property tax renditions for completeness and accuracy including assigning value to motor carrier equipment.
- Reviews accounts of taxpayers who owe a debt to the State of Kansas to verify the amount of tax refund they are claiming; determines the amount of tax refund to be setoff and go towards payment of the debt; answers queries from taxpayers about computations and changes on their tax return.
- Corresponds with taxpayers regarding clarifications of returns adjustments, improper filings, assessment of interest and penalties and returned checks; answers technical tax related queries of office callers. Contacts court clerks, county and other public officials, attorneys and tax practitioners to provide or secure tax information.
- Verifies that federal adjustments have been applied to Kansas returns when applicable; ensures that assessments and abatements are in order.
- Examines inheritance tax returns of non-taxable and less complicated taxable estates, such as single life estates; determines the completeness of returns and requests additional information from administrators of estates as needed; applies statutes in interpreting the less complicated will, trusts, or estate documents, computes inheritance tax liabilities.

LEVELS OF WORK:

- Class Group consists of one class.

Tax Examiner Manager: This is supervisory and administrative work in managing a unit that is responsible for examining tax returns and accounts, assisting taxpayers in completing their returns, or preparing legal petitions to obtain revenues owed to the State. Initiates corrective action and provides technical advice and guidance to staff on cases involving unusual circumstances. Assigns work priorities and evaluates work performed by subordinate tax examiners for compliance. Develops and conducts comprehensive tax training programs for beginning tax examiners and refresher courses for experienced examiners. Drafts new and amended tax regulations and updates instructions and design of forms to provide for changes in tax laws. Participates in administrative hearings and district court trials and assists in budget development and preparation for legal collections.

Minimum Requirements: High School Diploma or equivalent and three years of experience in accounting or auditing support work. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 6/16