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# Example of Tax Auditor Job Description

Our growing company is looking to fill the role of tax auditor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for tax auditor

* Develops pre-audit analysis, identifies issues, and schedules the necessary appointments
* Recommend appropriate and pragmatic solutions to risk and control issues
* Develop effective line management relationships to ensure strong understanding of the business
* Proactively develop automated routines to help focus audit testing
* This position requires travel to conduct audit/management assignments and may include overnight stays
* Perform office and field audits of fuel dealers, sellers, and users
* Identify areas at highest risk of tax underpayment and reporting error
* Determine appropriate levels of audit examinations
* Perform fuel-tracking comparisons
* Provide factual testimony in legal proceedings regarding audit findings

## Qualifications for tax auditor

* Experience in Microsoft Excel or any equivalent spreadsheet program/application and Microsoft Word or any equivalent word processing program/application
* Experience working with Microsoft Word or any equivalent word-processing program/application
* Experience working with Microsoft Excel or any equivalent spreadsheet program/application
* Experience auditing, analyzing and verifying data or information for accuracy and regulatory compliance
* Professional customer service experience that includes handling escalated issues/situations
* Knowledge of report writing techniques