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# Example of Tax Auditor Job Description

Our company is searching for experienced candidates for the position of tax auditor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for tax auditor

* Take the lead on ad hoc audit and investigation request from stakeholders
* Other projects or reports as requested by the client
* Prepares concise and understandable audit workpapers and audit reports
* Performs excise and income tax audits of individual, corporation, non-complex partnership and sole proprietor returns
* Examines gross receipts and income and expense items
* Conducts interviews of individual, corporation, or business representatives to fully develop and document the audit
* Negotiation of settlements may be required involving large dollar amounts
* Uses independent judgment to determine the scope and techniques of the audit
* Prepares or assists in the preparation of reports
* Updates audit tracking log for assigned audits to track audit status and summarize audit cycle compliance with statues and administrative rules

## Qualifications for tax auditor

* Integrate with other SAS departments with regard to knowledge sharing on audit tasks being managed and executed
* Act as liaison with clients
* Approximately 8 to 10 year’s relevant experience (specifically tax related experience)
* Member of South African Institute of Tax
* Experience in WinFMT (Window Florida Multi-tax), FERAS (Florida Electronic Records Audit System) and SAP/CRM
* Twenty months of professional experience in auditing or accounting