

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV33131</b>
<b>Job Class Code:</b>	<b>001</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>17</b>
<b>Workers Comp Code:</b>	<b>8803</b>		

<b>Job Code Established:</b>	<b>12/27/1997</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>7/1/02</b>	<b>Effective Date:</b>	
<b>Job Code Revised;</b>	<b>07/01/07</b>	<b>Effective Date:</b>	<b>01/13/07</b>

**JOB CODE SERIES:** Unemployment Insurance Series

**JOB CODE TITLE:** UNEMPLOYMENT INSURANCE FIELD AUDITOR I

**HRIS TITLE:** UI FIELD AUDITOR I

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of a higher level professional auditor. Has the authority to require employers to produce books and records for examinations; to determine whether payment for services are subject to unemployment insurance contributions; to review audit reports. Conducts less difficult field audits of employers' financial records to determine compliance with Federal and State Unemployment Insurance laws and to determine unemployment insurance liability.

**EXAMPLES OF DUTIES:** Conducts field audits of employers' financial records to determine compliance with Federal and State unemployment insurance laws and to determine unemployment insurance liability. May assist with more difficult audits. Audit reports of findings completed; delinquent reports prepared; taxes collected or collections process recommended; employee status for possible unemployment benefit determined. Integrated into work routine, or in time set aside for training, acquires knowledge and skills needed for advancement to journeyman worker level in the work system. Examines financial records of employers, general ledger, cash disbursements journal, payroll journal and supporting documentation including check stubs, canceled checks and other documentation supporting expense accounts and reviews federal income tax returns to determine if an employer/employee relationship exists, if wages are taxable and the amount of taxes due or refundable. Examines listings of employers in state, received from various sources (internal revenue service, workers compensation) and verifies that all are registered with the unemployment insurance program. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Gives and receives information requiring some judgment or discretion regarding current and specific business of the work unit, by telephone or by direct personal contact. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Performs related work as required. Frequent travel.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** practices of auditing and systems and processes. Knowledge of computerized products used in auditing and accounting systems and processes. Knowledge of Federal and State laws, rules and regulations as they pertain to Unemployment Insurance contributions. Knowledge of policies and procedures established for the work system.

**Skill/ Ability to:** applying auditing and accounting methods and techniques. Skill in using computerized products in accomplishing audits. Skill in applying and interpreting Federal and State laws, rules and regulations as they apply to unemployment insurance contributions. Skill in

mathematical computations. Skill in oral and written communications. Skill in interpersonal relationships; recommend items to be included in final audit report and amount of unemployment insurance liability. For timeliness and accuracy of work products.