

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV33132
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	8803		
Job Code Established:	12/27/84	Effective Date:	03/08/00
Job Code Revised:	03/08/00	Effective Date:	
Job Code Revised:	07/01/07	Effective Date:	01/13/07

JOB CODE SERIES: Unemployment Insurance Series

JOB CODE TITLE: UNEMPLOYMENT INSURANCE FIELD AUDITOR II

HRIS TITLE: UI FIELD AUDITOR II

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 difficult field audits of employers' financial records to determine compliance with Federal and State Unemployment Insurance laws and to determine unemployment insurance liability; may act as team leader in field audits. Work product consists of audit findings report completed; binding liability determinations issued; delinquent reports prepared; employee status for possible unemployment insurance benefits determined. Responsible for the effective performance of audit team; for the timeliness and accuracy of work products.

EXAMPLES OF DUTIES: Examines all financial records of business organizations to determine if an employer/employee relationship exists, if wages are taxable and the amount of taxes due or refundable. Analyzes financial statements of business in order to make determinations affecting regulation, taxation, or compliance with state laws. 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. Interviews unemployment insurance benefits claimant and employer to determine liability of employer and eligibility of client. Prepares cases for collection where bills are owed to the program because of overpayment, underpayment, error or invalid claims; gathers data, writes notes and recommendations for action to be taken. Writes detailed investigative reports covering all aspects of an examination of the financial accounts and records of business organizations, in accordance with established procedures and format. Reviews taxpayers' problems and questions concerning tax calculations, inconsistencies in reported information, interpretations of statutes or regulations; exercises judgment; prepares recommendations. Confers with, and advises, business representatives and business groups regarding unemployment insurance contribution policies and procedures. Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making. Performs related work as required.

WORK CONDITIONS: Frequent travel; possible interaction with irate employers.

KNOWLEDGE, SKILLS AND ABILITIES:

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

Skill/Ability to: applying auditing and accounting methods and techniques; applying and interpreting Federal and State laws, rules and regulations as they pertain to unemployment insurance contributions; using computerized products in accomplishing audits; mathematical computation; oral and written communication; interpersonal relationships; work leadership.