

TAX AUDIT SUPERVISOR

GENERAL

This position demands a high level of responsibility involving complex audit decisions and supervision of a group of auditors ranging from Audit-Accountant 1 to Tax Auditor 3. Although the supervisor frequently participates in the actual performance of complex audits his general involvement is in the finalizing of audits and reviewing audit working paper files completed by members of his group. The Tax Audit Supervisor functions under the general supervision of the Branch Director.

TYPICAL DUTIES

Plans the audit program for his group by setting priorities, allocating files after pre-screening (audits are conducted mostly at major centres within and outside of the Province).

Assists the Branch Director in developing audit policy.

Supervises his staff in the performance of audits.

Works on audits of the largest and most complex accounts within and outside of the Province.

Discusses and finalizes audit results with taxpayers, their accountants or solicitors.

Reviews the work of auditors for completeness, accuracy, clarity and adequacy.

Provides statutory interpretations to taxpayers, accountants, lawyers and the general public - through personal, telephone or written communication.

Works on research and development of Branch information for statutory interpretation, as assigned.

Maintains a program for training his staff and upgrading their audit qualifications.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A demonstrated ability to direct personnel and provide the quality of leadership essential to the effective performance of the audit program.

Ability to produce complete results in whatever work is delegated to him with a minimum of direction in the first instance, with little, if any, direction during the progress of the work except in a consultative manner and with little, if any, necessity for redrafting and revising what he ultimately produces.

A thorough knowledge of advanced accounting and audit procedures and principles.

A thorough knowledge of the taxation statutes, regulations and; rulings administered by the Branch.

The ability to deal tactfully with the public and to communicate effectively, whether orally or in writing.

Ability to exercise good judgment and initiative and to work with a minimum of supervision.

Education, Training and Experience

Preferably a chartered accountant with at least six years' experience subsequent to graduation or, under special circumstances, any combination of education, training, administrative ability, and specialized tax auditing experience considered by the Deputy Minister of Finance to be sufficient for inclusion in this class.

Physical Standards

Physically capable of performing the duties assigned.