

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Compliance Auditor 1.1 and 1.2

Position Number: 15011 and 15008

Location: Helena

Department: Transportation

Division and Bureau: Professional Services Division/Audit Services

Section and Unit: n/a

Job Overview: Auditor 1.1 and 1.2 perform audits of taxpayers to ensure compliance with the International Fuel Tax Agreement (IFTA) and the International Registration Plan (IRP). These positions report directly to the Chief Auditor.

Essential Functions (Major Duties or Responsibilities):

Compliance Duties - 95%

Compliance Auditor 1.1

- Conduct motor fuel audits in accordance with the IFTA and IRP audit requirements, Montana Code Annotate, Administrative Rules, and the MDT's Audit Services Procedure Manual.
- Analyze and test controls, records, and activities.
- Interpret and evaluate data to determine accuracy and completeness.
- Conduct interviews, prepare summary analyses of audit findings, explain and justify findings, and assure work papers include sufficient, relevant, and competent evidence to support conclusions.
- Report results, clarify findings; interpret and apply relevant authorities, provide technical assistance, and work collaboratively with team members.
- Finalize and submit report for final review. Distribute report to audit subject and clearinghouse.
- In the event of an appeal, present objectives, findings to MDT informal review committee.

Compliance Auditor 1.2

In addition to performing audit activities listed for level 1.1, responsibilities include:

- Conduct more complex, high mileage motor fuel audits, or referrals from Motor Carrier Services or Administration Motor Fuel Section.
- Conduct distributor audits by analyzing a distributor's activities to determine if the activities are performed in accordance with industry/best practice standards.

- Assist in finalizing workpapers before submission of first level reviews of motor fuel audits.
- Review the final audit reports produced by external and internal auditors for formatting, spelling, grammar, punctuation and format. Cross checks all references and quotations for accuracy. Proofread and check the reports and suggest possible improvement in tone, structure and readability.
- Assist External and Internal Audit Managers as requested.

Other Duties - 5%

Performs a variety of other duties in support of ongoing unit operations.

Supervision

If this incumbent supervises others, please list each employee supervised and the position number:

The number of employees supervised is: 0

Physical and Environmental Demands:

- Works in a typical office environment.
- Carry boxes of papers, books, folders, receipts, etc.
- Remain seated for extended periods of time, with occasional walking; standing; bending.
- Some required travel within the state to project locations. Potential out of state travel by airline to national conferences and meetings.

Knowledge, Skills and Abilities (Behaviors):

- Demonstrate knowledge of basic computer skills, including Microsoft Word, Microsoft Excel, Adobe, and Outlook.
- Demonstrate knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar to assist in preparing and reviewing reports, memos, summaries and analyses..
- Demonstrate appropriate use of audit techniques, knowledge of management controls and methods of testing those controls.
- Demonstrate strong analytical skills.
- Ability to form logical conclusions and appropriately document conclusions, identify critical information to solve problems and make recommendations.
- Ability to manage multiple projects and deadlines.
- Develop and exhibit good interviewing and listening skills.
- Develop and maintain trust and positive working relationships.
- Promote team inclusion and collaboration to achieve department goals.
- Practice effective communication.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s degree in accounting, finance, business administration, information technology, or a closely related field.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- Fingerprint check
- Valid driver’s license
- Background check
- Other; Describe

MFPE Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Compliance Specialist 1

Job Code Number: B14011

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date