

The **Oregon Department of Transportation** was established in 1969 to provide a safe, efficient transportation system that supports economic opportunity and livable communities for Oregonians. ODOT develops programs related to Oregon's system of highways, roads, and bridges; railways; public transportation services; transportation safety programs; driver and vehicle licensing; and motor carrier regulation.

SENIOR FUELS TAX AUDITOR
(Governmental Auditor)

The **Senior Fuels Tax Auditor** performs compliance audits of motor vehicle fuel dealers, use fuel sellers and users, and motor vehicle refund claimants to determine that the correct amount of fuel tax has been paid and that the licensees/claimants have complied with the requirements of the fuels tax laws and administrative rules. This position is located in **Salem, Oregon**.

UNDERFILL OPTION:** *This position is classified at the Governmental Auditor 2 level, however, we encourage candidates who meet the minimum qualifications of the Governmental Auditor 1 position to apply (salary \$2,945 - \$4,286/monthly). We may underfill the position until the selected candidate fulfills the minimum qualifications for the Governmental Auditor 2 level. **Underfill training will not exceed 2 years.

As a **Senior Fuels Tax Auditor** you will:

- Conduct office and field audits of major international oil companies and other large fuel distributors that involve the most complex inter and intra company business and operational arrangements and sophisticated EDP systems to verify compliance with fuel tax laws and proper payment of taxes due.
- Perform a full range of office and field audits of licensed Motor Vehicle Dealers, Use Fuel Sellers and/or Users.
- Maintain independence and objectivity while performing work in accordance with auditing standards.
- Research, analyze, and apply applicable laws, rules, and regulations in performance of audit duties.
- Analyze licensee business activities, processes, systems and internal control structures.
- Communicate with licensees throughout the audit process, both verbally and in writing to ensure audit findings and results are clearly understood.
- Prepare debit or credit audit adjustments to licensee accounts to establish correct tax, interest or penalty owed.
- As required, provide factual testimony in legal proceedings regarding audit findings.

Position Qualifications include:

Governmental Auditor 2 – Minimum Qualifications

- A Bachelor's degree in a business-related field, such as business administration, public administration, finance, economics, computer science, etc., **AND** two years of auditing experience.
- Twenty quarter hours of college courses in a business or financial field such as the areas listed above **AND** two additional years of auditing experience may substitute for the degree.
- Successful completion of the duties and training as an Oregon Governmental Auditor (Entry) will substitute for one year of auditing experience.
- **Transcripts must be submitted for all required or related courses.**

Governmental Auditor 1 – Minimum Qualifications

- A Bachelor's degree in a business-related field, such as business administration, public administration, finance, economics, computer science, etc., **AND** either;
- One year of auditing experience **OR** successful completion of the duties and training as an Oregon Governmental Auditor (Entry).
- Twenty quarter hours of college course in a business or financial field such as the areas listed above **AND** two additional years of auditing experience may substitute for the degree.
- **Transcripts must be submitted for all required or related courses.**

You must include our ODOT Posting Number on your application or Personal Data form, otherwise your application may be misdirected and you may miss being included in the candidate pool of qualified applicants forwarded to the hiring manager.

APPLY ONLINE: WWW.ODOTJOBS.COM

Search: OCDT9960

Position is open until 11:59 PM, April 30, 2009