STATE OF OREGON
invites applications for the position of:

Fuels Tax Auditor - Governmental Auditor 1 (ODOT17-0840oc)

JOB CODE:	ODOT17-0840oc
OPENING DATE/TIME:	08/16/17 12:00 AM
CLOSING DATE/TIME:	09/06/17 11:59 PM
SALARY:	$3,597.00 - $5,242.00 Monthly $43,164.00 - $62,904.00 Annually
JOB TYPE:	Permanent
LOCATION:	Salem, Oregon
AGENCY:	Transportation-Central Services

DESCRIPTION:

Announcement: ODOT17-0840oc
Fuels Tax Auditor – Governmental Auditor 1
Central Services Division - Financial Services Branch
Salem

ODOT Financial Services provides a complete range of integrated financial and accounting processes for the agency. We are looking for a **fuels tax auditor** to perform compliance audits, determine that correct taxes have been paid, and ensure that licensees and claimants have complied with tax laws.

We invite members of all diverse communities to join our workforce as we endeavor to best serve Oregonians from every background. ODOT values diversity and inclusion because they are good for Oregon. We believe that by welcoming differences, encouraging new ideas and views, listening to and learning from each other, and providing opportunities for professional enrichment we are better able to serve those around us. We thank you for considering this employment opportunity.

Additional Details

- The goal of this recruitment is to fill this position at a governmental auditor 1 level. However, we encourage candidates who meet the minimum qualifications for a governmental auditor entry ($2996-$4339/mo.) to apply, as we may consider under-filling the position until the selected

candidate meets the minimum qualifications for a governmental auditor 1. Under-fill training will not exceed three years.
- This position is represented by the Service Employees International Union (SEIU/OPEU).

DUTIES & RESPONSIBILITIES:
- Perform office and field audits of fuel dealers, sellers, and users.
- Identify areas at highest risk of tax underpayment and reporting error.
- Determine appropriate levels of audit examinations.
- Perform fuel-tracking comparisons.
- Recommend accounting and reporting changes to licensees to improve compliance.
- Provide factual testimony in legal proceedings regarding audit findings.
- Provide advisory services to internal and external customers.
- Participate in special projects such as testing system software enhancements, attending conferences, serving on committees, etc.

Working Conditions

- Includes the lifting of up to 30 lbs. and the pushing, pulling, and manipulating of storage boxes.
- Extensive countrywide travel by air or automobile.
- Overnight travel of up to six weeks per year may be required.
- Travel periods may last up to two week.
- Occasional involvement in emotionally tense situations.

QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:
Minimum Qualifications – Governmental Auditor 1
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.

Minimim Qualifications - Governmental Auditor (Entry)

- A bachelor's degree in a business-related field, such as business administration, public administration,finance,economics, or computer science.
- Twenty quarter hours of college courses in a business or financial field such as the areas listed above **AND** two years of auditing experience may substitute for the degree.

Transcripts must be submitted for all required or related courses.

Special Qualifications
Driving is an essential function of this position. A valid driver license and an acceptable driving record are required for this position. We will conduct pre-employment driving records checks on our final candidate(s).

Preferred Attributes
We may show preference to candidates whose application materials demonstrate the following preferred attributes. We will use the items on this list along with our essay-style supplemental questions to determine whom to interview.

- Experience resolving discrepancies in financial reports and systems.
- Experience using Microsoft Excel, Word, and Access.

- Experience with auditing processes that involve large amounts of data and reconciling information between sales and purchases.
- Experience verifying compliance with laws, administrative rules and educating individuals on proper compliance.

ADDITIONAL INFORMATION:

Instructions

We appreciate your interest in this position. To apply, please follow these steps.

1. Click the "Apply" button above and create an account or login.
2. Complete the application. We will not accept a resume or position description in place of a completed application. There is no need to attach a resume to your application. Because of the volume of applications we receive, we do not review any attachments that we do not ask for.
3. The work experience and/or education section of your application must **clearly** demonstrate how you meet all of the minimum and special qualifications listed above. If it does not, we are required to disqualify it.
4. Complete the supplemental questions.

If you fail to follow these instructions, we will have to disqualify your application. We cannot consider incomplete or late applications.

Pre-employment Checks

We will conduct criminal background checks on final candidates including current ODOT employees. All applicants are subject to additional pre-employment check(s) such as driver license, LEDS, and/or education verification as required for the position.

Veteran's Points

Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference, veterans must attach appropriate documentation as outlined by the Department of Administrative Services at the following website: Veterans Resources. Please title your DD214 like this, "[Your Last Name] DD214" and your disability letter "[Your Last Name] Disability Letter." Veterans may also call the Oregon Department of Veterans' Affairs at 1-800-692-9666.
Note: DD214 member 1 copies do not contain character of service and cannot be used to verify veterans' preference eligibility. Please attach DD214 member 2 or 4.

Questions and Application Support

- For questions about the job announcement, call 503-986-3700.
- For technical help with your login or online application issues, call 1-855-524-5627 from 6:30a to 5:30p PT M-F. Leave a voicemail. It may take up to 24 hrs to receive a response. If you do not receive a response after 24 hours, you can email Technical Support at support@governmentjobs.com.

We encourage you to print or save a PDF copy of your application.

Oregon Department of Transportation

Human Resources/Recruitment, MS12
355 Capitol St NE
Salem OR 97301-3871
Fax 503-986-3895

ODOT is an Equal Employment Opportunity and Affirmative Action Employer.
This information can be made available in an alternative format by contacting ODOT Recruitment at 503-986-3700 or through Oregon Relay Service at 7-1-1.
ODOT does not discriminate on the basis of disability in admission or access to our programs, services, activities, hiring, and employment practices. Questions: 1-877-336-6368 (EEO-ODOT) or through Oregon Relay Service at 7-1-1.

ODOT is committed to complying with the Americans with Disabilities Act. It is our policy not to discriminate against any qualified employment applicant because of a disability. Applicants with a disability may request a reasonable accommodation during the application process by contacting the Employee Civil Rights & Diversity Manager at 1-877-336-6368 (EEO-ODOT)
ODOT does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation or any other class protected by State or Federal laws. For questions, concerns, or complaints regarding Equal Employment Opportunity and Affirmative Action, contact the Employee Civil Rights & Diversity Manager at 1-877-336-6368 (1-877-EEO-ODOT). #LI-DNP

Job #ODOT17-0840oc
FUELS TAX AUDITOR - GOVERNMENTAL
AUDITOR 1 (ODOT17-0840OC)
OJ

Fuels Tax Auditor - Governmental Auditor 1 (ODOT17-0840oc) Supplemental Questionnaire

Work Experience
The work experience section of your application must include a clear description of your experience in order to determine if you meet the required skills (**minimum and special qualifications**) and at what level you meet the requested skills (**desired attributes**). Your answers to supplemental questions about your specific experience must also be supported in the work experience statements in your application form or, if requested, your resume. Supplemental materials such as cover letters and/or a resume will NOT be reviewed or used to determine candidates' qualifications unless the posting specifically states those materials are required from applicants.

Supplemental Questions
Your answers to the Supplemental Questions may be reviewed to help determine if you meet the required skills and how you meet the requested skills for the position to which you have applied. This review may include an automated scoring process and/or a manual review of all or some of the responses.
Note: The specific questions and scoring process used are determined by each hiring authority. Only those individuals who meet the required skills and most closely match the requested skills will be invited to an interview.

Transcripts
Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications. Transcripts must be from an accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received; and 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education. This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Judicial Department; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

* 1. Which of the following best describes your highest related level of education?

- ❑ High school diploma or equivalent
- ❑ Some college coursework, no degree received
- ❑ Degree in progress
- ❑ Associate's degree
- ❑ Bachelor's degree
- ❑ Master's degree
- ❑ Doctorate degree
- ❑ None of the above

* 2. Which of the following best describes the focus of your degree?

- ❑ Business Administration
- ❑ Public Administration
- ❑ Finance
- ❑ Economics
- ❑ Computer Science
- ❑ Other related degree
- ❑ My degree is not related
- ❑ I do not have a degree

* 3. If you selected "Other related degree" in the previous question, please identify the focus of your degree. If you did not, enter N/A.

* 4. If you selected "Some college coursework, no degree received" or "Degree progress" in question 1, how many credit hours have you completed? Select the quarter/semester hours that best describe your completed coursework. If you did not, select N/A.

- ❑ N/A
- ❑ Less than 20 quarter/11 semester hours
- ❑ 20 quarter/13 semester hours
- ❑ 24 or more quarter/16 or more semester hours

* 5. If you selected "Some college coursework, no degree received" or "Degree in progress" in question 1, please identify the focus of your coursework. If you did not, enter N/A.

* 6. Which of the following best describes the length of your auditing experience?

- ❑ Less than 6 months
- ❑ 6 to 11 months
- ❑ 1 year
- ❑ 2 years
- ❑ 3 years or more
- ❑ None of the above

* 7. Have you successfully completed the duties and training as an Oregon Governmental Auditor (entry level)?

- ❑ Yes
- ❑ No

* 8. Describe your experience resolving discrepancies in financial reports and systems.

* 9. The position requires a high level of proficiency using various software packages such as Microsoft Excel, Word and Access. Please describe your experience using this type of software.

* 10. What is your experience with auditing processes that involve large amounts of data and reconciling information between sales and purchases?

* 11. Describe your experience verifying compliance with laws, administrative rules and educating individuals on proper compliance.

* 12. **Where did you hear about this job?**

- ❑ I'm an ODOT employee/internal

- ❑ ODOTJobs.com
- ❑ State of Oregon job page website
- ❑ Social media (e.g., Twitter, Facebook, LinkedIn, etc.)
- ❑ Indeed.com
- ❑ Printed publication or newspaper
- ❑ Job fair or career event
- ❑ Friend or family/word of mouth
- ❑ Radio ad
- ❑ Email blast (Granicus, ODOT recruiter, NEOGOV, etc.)
- ❑ Professional association job board
- ❑ College job board
- ❑ Diversityjobs.com
- ❑ Other website
- ❑ Other

* 13. **Specifically, in which website, printed publication, job fair/career event, radio station, social media site, etc. did you hear about this job?**

* Required Question