

## SALES TAX AUDITOR JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Auditor, Sales Tax Division</b>
<b>Department:</b>	Sales Tax Recovery
<b>Reports To:</b>	Vice President, Sales Tax Division
<b>FLSA Status:</b>	Exempt
<b>Environment:</b>	Drug Free Workplace

**Position Summary:**

The Senior Sales Tax Consultant will work with the Vice President of the Division to help build long-lasting relationships with our clients by providing Sales Tax expertise and consultation. The Senior Auditor will work independently to research, analyze, and identify sales tax refund and/or savings opportunities for clients. The Senior Auditor is required to have extensive knowledge of Generally Accepted Accounting Principles, local and multi-state sales tax regulations, and experience working with various ERP systems, such as SAP, PeopleSoft, and Oracle. To perform the job successfully, the Senior Auditor must be able to communicate and build rapport with all levels of client personnel, local/state taxing authorities, and internal clients, while being responsible for full audit cycle of mining, identifying, documenting, and recovering of appropriate refunds and cost savings.

**Essential Duties and Responsibilities:**

- ◆ Perform research and keep abreast of multi-state and local sales tax regulations and practices.
- ◆ Analyze, examine, document, present, and maintain documentation for Sales Tax projects.
- ◆ Thoroughly review invoices and other documents from clients to interpret and make appropriate determinations.
- ◆ Research sales tax authority to verify sales tax refunds and/or savings opportunities.
- ◆ Draft pertinent letters to appropriate tax authorities on tax interpretations and findings.
- ◆ Communicate with key client representatives to answer questions about transactions to help determine tax status of transactions in question.
- ◆ Identify and communicate potential findings to clients and key stakeholders.
- ◆ Draft and present reports for internal Management as needed, concerning scope of review, issues found, recovery amounts, and recommendations for future improvements.
- ◆ Database and Excel skills to manage, maintain and mine database for tax opportunities.
- ◆ Compile and submit sales refunds to taxing authorities and/or vendors and work with taxing authorities and/or vendors to process refunds.
- ◆ Create a professional and positive environment and maintain great client relationships.
- ◆ Travel to client site to gather necessary documentation to audit refund process.
- ◆ Efficient working in a fast paced, demanding, entrepreneurial work environment.
- ◆ Participate and assist in special projects as requested by Leadership



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### **Qualifications:**

#### **Education/Experience:**

Bachelor's degree from four-year college or university.

At least five years of sales tax consulting/auditing experience, and/or Big Four or directly relevant experience.

#### **Language Ability:**

Ability to conduct effective interviews with client and supplier personnel to identify potential audit issues. Customer relation skills are critical particularly in managing interfaces between the customer and the audited supplier or between the commercial and technical organizations.

Ability to read, analyze, and interpret transaction information and from a variety of other related business process systems (e.g., PeopleSoft, SAP, JD Edwards, Oracle, etc.). Ability to clearly document audit issues in prescribed style and format.

Ability to effectively present information to senior management of client and supplier organizations. Exceptional writing skills are essential for the development of individual audit reports and in creating a summary report which provides a comprehensive review of existing organizational processes.

#### **Math Ability:**

Ability to comprehend and utilize algebraic equations in spreadsheets to develop audit issues. Ability to understand and apply statistical sampling and extrapolation methodology to quantify claims.

#### **Reasoning Ability:**

Ability to define problems, collect and extrapolate data, establish facts, and draw valid conclusions. Drawing inferences from information, applying logical reasoning based on information and producing evidentiary information to support one's contention is required.

#### **Computer Skills:**

Skills in the following software: Spreadsheets (Microsoft Excel), Database (Microsoft Access), Word processing (Microsoft Word), Internet software, E-mail software is essential. Knowledge of Microsoft Power Point is preferred.

#### **Supervisory Responsibilities:**

This job may have supervisory responsibilities; and candidate is expected to demonstrate excellent Leadership qualities.

#### **Work Environment:**

As most of the work is done at the supplier site, expectation is for candidate to be appropriately sensitive and non-obtrusive. Due to the nature of the audits, work conditions will vary, but typically will be conducted in a temporary office environment.



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### **Traveling Demands:**

Extensive travel is required. Specifically, an average of 20-40% of time will be spent traveling to supplier facilities to perform the above described roles and responsibilities. Renew will arrange for and facilitate provision of accommodations and services such as airfare, lodging and rental cars.

### **Compensation:**

Competitive base salary commensurate with experience and incentive bonus program, which is based on individual performance. In addition, in some situations commissions may be paid depending on the basis of the audit work to be performed.

### **Pre-engagement requirements:**

Renew International is a Drug Free workplace. All employees and contractors are required to successfully complete hair and urine drug screens prior to starting work for the company. Additional pre-engagement requirements include a background check, company engagement / employment paperwork and policy attestations.

### **Company Description:**

Renew International provides diverse cost recovery auditing and sales tax recovery solutions to leading companies across all industries. Our innovative recovery auditing and risk assessment services for the energy sector provide comprehensive “procure to pay” audit solutions on the cost side and wellhead to final sale production payment reviews on the revenue side. Our solutions extend beyond simple fund recovery to include contract compliance, accounts payable, sales tax recovery, revenue audit and risk assessment services—typically resulting in business process modifications implemented across not only our clients’ functions but in many cases within the processes of their third-party suppliers and partners.

*Financial Results \* Customer Service \* Employee Recognition \* Community Involvement \* Spiritual Development*

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*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned.*

### **Contact Information:**

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