



## Job Ad

**Ministry:** Ministry of Revenue  
**Division:** Tax Compliance Branch  
**Position Title:** FIELD AUDITOR  
**Duration:** 1 Permanent  
**Location:** 130 S. Syndicate Avenue, Thunder Bay, P7E 1C7, North Region (Restricted to OPS employees living or working within 125 kms of work location)  
**Compensation Group:** OPSEU  
**Salary:** \$1,003.14 - \$1,191.09 (MplusM) per week\*  
**Position Status:** Restricted  
**Job Code:** 3303 - Tax Auditor 2  
**Schedule:** A  
**Category:** Finance and Economics  
**Job ID:** 11818

If you are a highly motivated self-starter with strong auditing and investigative skills and you want to put your accounting and taxation knowledge to use, the Ministry of Revenue has a pivotal role for you!

In this challenging position, you will support critical revenue-generating operational requirements by conducting Retail Sales Tax field audits of small taxpayers and vendors to ascertain and maximize compliance with various provincial tax acts. Planning and conducting audits of small taxpayers or vendors, researching relevant tax legislation and various tax publications, and applying audit techniques, as dictated by ministry policy and guidelines, will be components of this role. You will also be responsible for meeting with taxpayers and their representatives and/or tax advisers to discuss audit findings as they relate to non-compliance, informing and educating taxpayers on how to comply with legislative requirements, and negotiating with taxpayers for payment of the assessment.

**Qualifications:** knowledge of and ability to apply accounting and auditing principles, practices, and systems, including general business practices to plan and conduct field audits and refunds of small taxpayers and/or vendors; communication and interpersonal skills to manage the audit relationship with taxpayers; ability to interpret and administer tax legislation and identify non-compliance; analytical and investigative skills to identify and resolve compliance problems of small businesses, as well as organizational skills to prioritize tasks and work independently; computer proficiency, including word processing and spreadsheet software, to access relevant accounting software, understand taxpayers' computerized records, prepare correspondence and audit working papers; ability to conduct extensive overnight travel to carry out field audits throughout the region; successful completion of courses in Auditing, Introductory and Intermediate Financial Accounting obtained from one of the following: (1) levels 1, 2 and 3 courses of the CGA program OR (2) 9 courses from the CMA requisite studies syllabus, OR (3) at least 10 courses from a recognized university or community college program.

Note: Proof of designation or academic qualifications must be attached to your résumé in order to be considered. Applicants must clearly indicate on their transcripts which courses meet the academic requirements. Applicants who obtained their qualifications outside of Canada must submit proof that these qualifications have been recognized as equivalencies in Canada.

**Posting Date:** Friday, November 07, 2008  
**Closing Date:** Monday, November 24, 2008

Applications must be received by the end of the closing date with the Job ID number quoted.

### Apply online

**or send application to:** Northern Recruitment Centre - Ministry of Government Services  
159 Cedar Street, Suite 404  
Sudbury, Ontario, P3E 6A5  
Fax: (705)564-9165

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.**

**Accommodation will be provided in accordance with the Ontario Human Rights Code.**

\*Indicates that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.