

	<p>The Revenue Customer Representative Specialist provides critical support to the corporate income tax audit team in its efforts towards fulfilling KDOR's mission to facilitate and enable voluntary compliance with Kansas tax laws. This position analyzes corporate income, privilege, franchise and individual tax returns to identify potential filing errors and submits audit referrals to team leader for audit assignments to corporate income tax auditors.</p>
30%	<p>Conduct preliminary reviews on corporate income, privilege, franchise and individual tax returns for potential under reporting. Calculates potential tax liabilities and prepare a summary of issues causing the under reporting. Enter audit referral information in File Analysis workbook identifying the tax years reviewed. Examples: Take single entity corporate taxpayers and recalculate their tax returns based on a combined income method of reporting.</p>
20%	<p>Monitor ATP work list for amended returns associated with audited periods transferred to Audit from Customer Relations. Review the returns within specified time guidelines. Review and verify large refund requests (\$100,000+) transferred to Audit from Customer Relations. Document findings and prepare assessment/refund notices.</p>
15%	<p>Complete desk audits of corporate income, privilege, franchise and individual tax returns. Majority of desk audits will be on large corporate taxpayers with complex reporting requirements and legal issues. Request supporting documentation from taxpayers, such as nonbusiness/unitary income questionnaires, explanations of return variances, proof of tax paid on refund requests, explanations of exemptions, etc.</p>
15%	<p>Maintain the File Analysis workbook. At the end of each month moves the completed analysis to the permanent file and updates the cumulative and individual audit totals. Fulfill MTC audit nominee and other requests. Make ATP adjustments and postings for audit activity. Research taxpayer information from ATP, ACM, AWP and legacy accounts.</p>
10%	<p>Provide support to corporate auditors researching taxpayer accounts, contacting taxpayers for information, creating assessments for corporate income, privilege, franchise and individual taxpayers and maintaining activity logs. Assist with developing taxpayer education guides and auditor training materials and recognizing common filing errors and reporting these to KDOR's Policy and Research section for development of materials to place on Department resources for taxpayer's reference.</p>
5%	<p><b>Program Support</b> - Identify process improvement opportunities and provide feedback and suggestions to Team Leader. Understand and achieve individual and team goals. Provide assistance to Problem Resolution Officer or KDOR attorneys. Perform additional duties as assigned by Team Leader, Audit Manager, or Audit Administrator. Maintain referral databases and team reports. Provide fraud referrals to the fraud coordinator.</p>
5%	<p><b>Administrative and Continuing Education</b> - Prepare complete, accurate and timely time sheets. Stay current on new tax policies, notices and administrative information. Pursue training and development opportunities related to the job. Meet with Team Leader to set annual training goals and objectives. Attend and participate in KDOR and outside training and workshops for continuing education in tax laws. Perform research on specific and general tax issues and problems.</p>