



CDTFA
CALIFORNIA DEPARTMENT OF
TAX AND FEE ADMINISTRATION

Find Your Career at CDTFA!
TAX AUDITOR

QUALIFICATIONS

Education:

Either I

Equivalent to graduation from college, with a specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination; however, evidence of successful completion of the curriculum and the prescribed courses must be produced before being considered eligible for appointment.)

Or II

Completion of either:

- a. A prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law; or
- b. The equivalent of 19 semester units, 16 units of which must have been professional accounting courses given by a collegiate-grade residence institution including courses in elementary and intermediate or advanced accounting, auditing, and cost accounting, and three semester units of business law.

(Applicants who will complete course work requirements outlined under a and b above during the current quarter or semester will be admitted to the examination; however, evidence of successful completion of the curriculum and the prescribed courses must be produced before being considered eligible for appointment.)

*This classification may require the selected candidate to be fingerprinted for a criminal history check prior to being appointed.

- ▶ **BENEFITS:** Health, Dental, Vision, Full Retirement Package, 401(k)/457 Plans, and On-the-Job Training
- ▶ **WORK LIFE BALANCE:** Flexible Work Schedules, Sick Leave, Paid Vacation, and Convenient Work Locations




Typical Responsibilities

At CDTFA we are dedicated to creating a culture of excellence by offering our team a variety of training classes and educational resources. This opportunity is the start of an exciting career in tax auditing. This is the entry and first journey-level position where Tax Auditors: (1) conduct field audits, assist in the more difficult field audits, correspond with taxpayers, and answer tax-related questions; or (2) in a Headquarters unit, review field audit reports or petitions for redetermination, claims for refund, and correspond and discuss the application of the tax laws with taxpayers, attorneys, accountants, and Field Office team members.

In this position, you will learn California's business tax and fee laws while developing skills that provide great potential for personal development and career advancement. You will also conduct audits of taxpayers' books and records using generally accepted auditing standards and procedures to ensure correct reporting of business taxes and fees. Audit work includes scheduling appointments and meeting with taxpayers and their representatives, performing audits, explaining audit findings, preparing appropriate audit reports, and preparing written correspondence to taxpayers.

You will conduct audits of smaller businesses with support from the other team members and your supervisor. As you gain experience and knowledge, assignments will be performed with more autonomy and include a broader range of business types.

During the initial months of being hired, you will receive extensive training in basic tax law and auditing procedures. After the initial training period, you will receive more technical and career-related training to enhance and expand your knowledge and skills.



HOW TO APPLY...

To get started, please visit calcareers.ca.gov to search for CDTFA jobs that interest you. Once you find the position you want, you must complete a self-assessment for that classification.

Apply now in three easy steps!

1. Search for a job:

- a. Select the “Advanced Job Search” option, then search by “Department” for CA Department of Tax and Fee Administration positions. Then select “Search Jobs.”

2. Take the exam or self-assessment. This allows us to learn more about your education, experience, abilities, and knowledge.

- a. Click on the “Exam/Assessment Search” option, then search by “Department” for CA Department of Tax and Fee Administration’s exams/assessments. Then select “Search.”
- b. If you are qualified, begin the assessment by selecting “View Exam Posting” for the classification that most interests you. Once you pass the exam, you can start applying!

3. Apply!

- a. You only need to complete one job application within your CalCareers profile. You can use the same information to apply for multiple positions, or you can create two or three applications, tailoring them to different jobs. You can also upload and save other attachments, if needed, such as resumes and writing samples.
- b. If you qualify, we will call you in for an interview.



Contact us today at recruitment@cdtfa.ca.gov
or visit our careers webpage at
www.cdtfa.ca.gov/jobs for more information

