



DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2627-00021	Effective Date
Classification Title Tax Auditor, FTB	Position Number 564-143-4362-005
Working Title Internal Auditor	Bureau and Section Internal Audit Bureau Internal Audit

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

The primary function of the Franchise Tax Board (FTB) is to administer the Revenue and Taxation Code. It is FTB's duty to correctly apply the laws enacted by the Legislature; to determine the reasonable meaning of various Code provisions, and to perform in a fair and impartial manner. It is Internal Audit's core responsibility to ensure these laws are being properly administered and followed by FTB's business areas.

Under the close supervision of the Internal Audit Section Manager and/or the Internal Audit Bureau Director, the incumbent is responsible for conducting the less complex operational, compliance, Information Technology (IT), and financial audits of the department and assist the Associate Tax Auditor (ATA) or Program Specialists on the more complex audit assignments.

You will be provided with department policies, programs, procedures, the Internal Audit manual, and the Institute of Internal Auditors Code of Ethics and Standards for the Professional Practice of Internal Auditing.

Essential Functions

Percentage	Description
30%	Conducts the less complex operational, compliance, IT, and financial audits through analysis and evaluation of management policies, organizational structures, operating procedures, and the control environment of the department's operations. Identifies, analyzes, and evaluates the strengths and

	weaknesses of internal controls within the audit area to ensure operations are efficient and effective. Draws sound audit conclusions and responds creatively in forming recommendations to management. Assesses and follows up on the actions taken by management regarding the implementation of the audit report's recommendations. Continuously strives to improve the services provided to management for improved overall control.
30%	Document information obtained from the audit area in order to meet audit standards and successfully maintain a paper trail for future use. Interviews staff and management, observes processes and procedures, and performs testing in accordance with the needs of the assignment in order to fully understand the process and provide any recommendations to the business area. Prepares work papers utilizing Microsoft Office products including Word and Excel to document the above information obtained throughout the audit. Writes and presents a timely draft and final audit report of the findings and recommendations. Conforms to the mission of Internal Audit, the Core Principles for the Professional Practice of Internal Auditing, the Definition of Internal Auditing, the Code of Ethics, the International Standards for the Professional Practice of Internal Auditing (the Standards), and the mandatory guidance. Learns and applies the Internal Audit Manual policies and procedures.
30%	Assist the ATA and PSI with more complex audits and evaluation of IT systems, financial reviews, operational reviews, or other special work-related projects when assigned.

Marginal Functions

Percentage	Description
10%	In addition to your primary duties, you will develop procedures, handle tasks to facilitate the audits, attend staff meetings and participate in other projects as assigned. You will assist the IA External Audit Liaison lead with providing FTB subject matter experts contact information, coordinating/scheduling meetings (i.e., Entrance Conference, Exit Conference, etc.), transferring and obtaining files through FTB's Secure Web Internet File Transfer (SWIFT) as needed, and documenting meeting notes.

Employee:

I confirm that I have read and understand the described duties and functions of this position.

Name (Print)

Signature

Date

Supervisor:

I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)

Signature

Date