



CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Examination No. & Title	Salary Grade	Beginning Salary	Job Rate	
20-972 Auditor 1 (Tax)	G-18	\$60,069	\$76,387 (upstate)	For positions located in upstate New York
		\$63,095*	\$79,413 (downstate)	For positions located in Kings, Queens, Suffolk, or Westchester Counties (downstate adjustment)

*All salaries reflect applicable location pay and geographic differential.

NO APPLICATION PROCESSING FEE REQUIRED

MINIMUM QUALIFICATIONS: On or before the date of filing your application, you must have a bachelor's degree including or supplemented by 24** semester credit hours in accounting, auditing, and/or taxation (The scope of this coursework must be accounting, auditing, and/or taxation. Certain courses such as Business Law, although taken as part of an accounting curriculum, are not counted towards the 24 credit hours) **AND:**

- Either A:** possession of a currently valid Certified Public Accountant license and registration issued by New York State;
- Or B:** two years of full-time professional accounting, auditing, and/or taxation experience as described below;
- Or C:** a master's degree which includes 15 graduate-level semester credit hours in accounting, auditing, and/or taxation **AND** one year of full-time professional accounting, auditing, and/or taxation experience as described below.

To be acceptable, experience for the "B" and "C" requirements must have been gained in any one or combination of the following:

1. As an accountant/auditor with responsibility for the full range of professional activities involved in the review, analysis and management of accounting systems, resulting in the rendering of opinions or recommendations on financial statements in accordance with generally accepted accounting principles. Activities restricted to bookkeeping or preparing tax returns are **not** considered qualifying.
2. As an internal accountant/auditor with responsibility for conducting a full range of financial accounting/auditing activities for an entity. Activities limited to such duties as maintaining and/or auditing payroll records, accounts receivable or accounts payable are **not** considered qualifying.
3. As an accountant with ongoing responsibility for the design, implementation, and review of accounting systems.
4. As a professional staff member of a private accounting practice with broad experience in maintaining accounting books and records, completing financial statements, and preparing business and personal tax returns.
5. As field auditor with a federal, state, or municipal agency, with the responsibility for performing comprehensive field audits to determine the compliance of individuals or businesses with the taxing jurisdictions laws, rules, and regulations.
6. As an accountant/auditor principally engaged in the analysis and/or interpretation of tax law.

****Substitution:** You must have a minimum of 18 credit hours in core accounting, auditing, and/or taxation. Up to six semester credit hours of core coursework in finance, money and banking, economics, or business may be substituted for accounting, auditing, and/or taxation credits on a credit-for-credit basis to reach the 24 required credit hours. If you meet the minimum qualifications under "B" or "C" above, there is no substitution for the required experience.

NOTES:

1. Qualifying part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
2. New York State residence is not required.
3. Your degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency and a course-by-course evaluation. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.
4. If you have not done so already, you are strongly encouraged to apply for Examination No. 20-791, Auditor Trainee 1 (Tax). Applying for this examination may increase the chances that you are considered for appointment.
5. **Vagueness, ambiguity, and omissions will not be counted in your favor.**

Important: Any candidate selected for any position at the Department of Taxation and Finance will be subject to a review of their tax return submissions by the NYS Department of Taxation and Finance. Employment of a candidate is conditioned upon a finding by the NYS Department of Taxation and Finance that the candidate is in compliance with all local, state, and federal tax laws. In accordance with federal government requirements, the employment of any candidate selected for this position is conditioned upon successfully completing a background investigation including a criminal history record check (fingerprint check).

THE POSITIONS: Auditor 1 (Tax) positions exist at various geographic locations in the New York State offices of the Department of Taxation and Finance.

DUTIES: Auditors 1 (Tax) are assigned to the Department's Audit Division and perform field audits of the financial records of taxpayers to verify that businesses and individuals are in compliance with the tax laws, regulations, and rules of the State of New York. They are required to travel extensively in the performance of their duties, including overnight travel both within and outside of New York State. Such factors as tax specialty assignment (e.g., sales tax, personal income tax, corporation franchise tax, etc.) and office location will determine the extent of the overnight travel. Appointees are required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to perform required field audits, if public transportation is unavailable.

SUBJECT OF EXAMINATION: The examination requires completion of an application/supplemental questionnaire ([Form NYS-APP-3 #20-972 with SUPP #20-972](#)). **There will be no written test.** The application/supplemental questionnaire are the examination. *This questionnaire will be the only basis for rating your education and experience.* If you meet the Minimum Qualifications, your **education and experience** will be evaluated against the general background/critical activities of the position. Complete all sections of the application/supplemental questionnaire. Your score will be based on the following: overall grade point average; education; graduate-level coursework or advanced degree; successful performance on NYS CPA qualifying examination; full-time experience performing federal, state, or municipal tax field audits as an employee of the taxing jurisdiction; and other full-time accounting, auditing, and/or taxation experience; and reading and following instructions. It is essential that you describe your education and experience as completely as possible. If you need more space, attach additional 8½" x 11" sheets, following the same format used on the application form. **Resumes will NOT be accepted in lieu of a completed examination questionnaire.** Ambiguity, vagueness, or omissions will not be decided in the candidate's favor. All statements concerning education and experience are subject to verification. If references fail to respond or give contradictory information, you may be required to furnish written verification of the education and experience claimed. False statements or lack of verification may result in a lower score or termination of employment.

Your final score must be 70 or higher in order to pass. Your final score on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits.

We will update the eligible list and notify successful candidates of their final score and eligibility dates on a periodic basis throughout the year. The names of successful candidates will remain on the eligible list for 18 months from the date eligibility begins.

If the examination application/supplemental questionnaire are not completed accurately and completely, candidates will have one opportunity to submit the necessary information following their notification. Failure to complete the examination application/supplemental questionnaire correctly will result in disqualification. If disqualified, candidates must wait six months to reapply. The application and supplement are also available at the following website: <https://www.cs.ny.gov/announ/applications.cfm>.

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Departments of Civil Service and Tax and Finance will communicate with you through email correspondence. This may include the notification of your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your e-mail address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

HOW TO APPLY: Use application/supplemental questionnaire [Form NYS-APP-3 #20-972 with SUPP #20-972](#). The application and supplement are also available at the following website: <https://www.cs.ny.gov/announ/applications.cfm>. Forms are also available by mail or in person from the New York State Department of Civil Service, Albany, NY 12239 or email, Audit.exam.information@tax.ny.gov. State employees may obtain forms from their agency/facility personnel offices.

WHERE TO APPLY: Mail your completed application and supplement to: NYS Department of Taxation and Finance, Personnel Bureau, Room 256, Building 9, State Office Campus, Albany, NY 12227. **DO NOT USE INTER-AGENCY MAIL.**

CONDITIONS APPLYING TO THIS CONTINUOUS RECRUITMENT EXAMINATION: This examination is being conducted pursuant to the rules and regulations of the New York State Department of Civil Service. Applications are accepted at any time. Qualified applicants may reapply as frequently as every 18 months, but a new application AND all supplemental information and documentation will be required. If a candidate's application has been disqualified, they must wait six months to reapply. Neither the Department of Taxation and Finance nor the Department of Civil Service is able to retain prior applications for future documentation purposes. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

ADDITIONAL INFORMATION

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS: However, you must be eligible for employment in the United States.

CONTINUOUS RECRUITMENT/ELIGIBLE LISTS: Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for 18 months. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.