

UNEMPLOYMENT INSURANCE AUDITOR 1

KIND OF WORK

Beginning professional level unemployment tax examining work.

NATURE AND PURPOSE

An employee in this class is responsible for applying professional auditing techniques in the examination of employer payroll records in an assigned area of the state to determine compliance with the Minnesota Unemployment Insurance Law. In addition, the incumbent may assist in large examinations which are highly complex in nature. This position involves heavy employer contact in the review of employer records, interpretation of the law, and collection of assessed unemployment taxes. Work assignments are made by a higher level Examiner or professional employee with supervision provided in the form of conferences and review of reports in terms of accuracy and adherence to generally accepted accounting standards.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Examines employer books and payroll records to determine status or liability under the Minnesota Unemployment Insurance Law.

Prepares delinquent employer contribution reports to determine unemployment taxes, interests and penalties due.

Provides information to employers and the public to ensure an understanding of Minnesota Unemployment Insurance Law.

Examines employer payroll records, verifies employee wages paid and time worked to determine claimants' rights for unemployment insurance benefits.

Collects assessed unemployment taxes from employers to maintain solvency of the Unemployment Insurance Fund.

Investigates alleged violations by employers or claimants to determine whether fraud or benefit overpayment exists.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Working Knowledge of:

Accounting practices and procedures.

Minnesota Laws and Attorney General opinions as they relate to unemployment insurance.

Office procedures, practices and uses of standard office equipment.

The general principles of public and business financial administration, organization, and ethics.

Ability to:

Set forth in writing, logical comments and recommendations in the analysis of accounting records.

Establish effective working relationships with employers, claimants, and the general public.

Est.: 6/77

Rev.:

Ckd.: 4/84

T.C.: 4/84; 2/93; 1/95; 8/99; 4/00

Former Title(s): Unemployment Tax
Examiner

Unemployment Insurance Auditor 1

Reemployment Insurance Auditor 1

Reemployment Compensation Auditor 1