

UNEMPLOYMENT INSURANCE AUDITOR 2

KIND OF WORK

Journey level professional unemployment tax examining work.

NATURE AND PURPOSE

An employee in this class, under general supervision, is responsible for conducting examinations of the books and records of employers in an assigned area of the state to determine compliance with the Minnesota Unemployment Insurance Law. The incumbent may function as a “team leader” in examinations requiring more than one examiner. Incumbents are expected to work independently at a responsible level in planning and completing assigned examinations, and in assisting employers and the general public in all aspects regarding the Minnesota Unemployment Insurance Law. Work is reviewed by a higher level professional employee or supervisor in terms of adherence to policy rather than review of techniques used. Features distinguishing this class from the Unemployment Insurance Auditor 1 are the greater degree of difficulty and responsibility of work and independence of action involved.

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

Conducts complex examinations of employer books and records independently to determine status and liability under the Minnesota Unemployment Insurance Law.

Prepares delinquent employer contribution reports and assesses unemployment taxes, interest and penalties due to ensure employer compliance with the law.

Provides information to employers and the public to ensure an understanding of the administration of the unemployment insurance program and the Minnesota Unemployment Insurance law.

Testifies in legal proceedings regarding benefit overpayment or fraud to ensure a proper understanding of the determination made by the department.

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

Collects unemployment insurance taxes, penalties and interests due to maintain solvency of the Unemployment Insurance Fund.

Investigates and documents findings in alleged fraud or benefit overpayment situations to determine whether corrected measures or legal action should be taken.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Accounting principles, practices and procedures sufficient to apply them to the review of accounting transactions.

Minnesota Laws, Attorney General opinions and court decisions relating to unemployment insurance.

General principles of public and business financial administration, organization and ethics.

Office procedures, practices and uses of standard office equipment.

Ability to:

Conduct complex examinations of employer records.

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

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

Est.: 6/77

Rev.:

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

Former Title(s): Unemployment Tax
Examiner Intermediate
Unemployment Tax Examiner 2
Unemployment Insurance Auditor 2
Reemployment Insurance Auditor 2
Reemployment Compensation Auditor 2