
Sales Tax Auditor Resume

Job Objective

I aim to secure a Sales Tax Auditor position within a growing company in which I can utilize my training and skills.

Summary of Qualifications:

- Solid Sales tax Audit, Compliance, and Research experience in a multi-state tax environment
 - Good understanding of complex tax concepts and excise tax laws
 - Familiarity with state and local legislative tax policy initiatives impacting the company
 - Proficient with Microsoft products (Word, Excel, Access, and PowerPoint)
 - Ability to inform taxpayers regarding issues and discrepancies
 - Excellent problem-solving & analytical skills
 - Superior communication and presentation skills
-

Work Experience:

Sales Tax Auditor, August 2005 – Present
Nauticus Group, Rockford, IL

- Evaluated taxpayer accounting systems, internal controls.
- Performed professional tax audits and reviews.
- Developed payment schedules and provided detailed explanations and interpretations.
- Managed to research potential modifications to existing law.
- Ensured to update sales tax law changes and auditing procedures.
- Ensured to adhere to City's tax and licensing codes and procedures.

Sales Tax Auditor, May 2000 – July 2005
Minnesota Department of Revenue, Rockford, IL

- Prepared audit work papers; note errors, procedures and improvements.
 - Provided services and support to taxpayers to resolve complex issues.
 - Resolved complaints in an efficient and timely manner.
 - Suggested improvements regarding fiscal standards to enhance revenue.
 - Managed to exchange information, ideas and concepts with other Cities and agencies to enhance code compliance.
-

Education:

Bachelor's Degree in Accounting, Middle Georgia College, Cochran, GA

[Build your Resume Now](#)