

TYPES OF POSITIONS

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Typical Activities

Accountant	Prepare financial reports and schedules, perform complex financial analyses and reconciliations, assist in the design and operation of automated accounting systems, and manage cash balances.
Auditor	Audit the State's pension fund, tax compliance, and review of the operations of a state agency. Entry-level auditors are responsible for testing the adequacy of internal controls, accuracy of financial data, and performing various support functions.
Insurance Financial Examiner	Oversee the financial condition of insurance companies under Wisconsin's jurisdiction. This includes performing financial field examination and analysis procedures on life, health, property, and casualty insurers.
Revenue Auditor	Requires professional level auditing of individuals, sole proprietorships, and partnerships subject to state income tax. Examine tax returns, acquire additional information, and prepare audit work papers and reports. Other key responsibilities include continuous program improvements and taxpayer assistance.
Revenue Field Auditor	Requires professional level auditing of individuals, sole proprietorships, partnerships, and corporations for Wisconsin income/franchise and sales/use tax. Conduct audits of a variety of business entities independently, and may assist higher level auditors in performing large, complex audits. Arrange and conduct conferences with taxpayers, prepare audit reports and supporting schedules, and make recommendations based on audit findings. Most audits are initiated and conducted at the taxpayer's business location and require an in-depth audit of the business records and verification of data by contact with third party sources. There is frequent interaction with top tax professionals including tax attorneys and Certified Public Accountants. Also provide taxpayer assistance.
Public Utility Auditor	Audit accounts and records of Wisconsin's public utilities, conduct special investigations and field work associated with rate case proceedings, new accounting systems, construction proposals, securities issues, and proposals to merge, consolidate, purchase, or sell utility property.