



## Texas Alcoholic Beverage Commission Auditor III

Please apply at:

<https://www.tabc.texas.gov/about-us/careers/job-openings/>

<b>SALARY</b>	\$4,361.59 Monthly	<b>LOCATION</b>	Houston, TX
<b>JOB TYPE</b>	Classified Regular Full Time	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>JOB NUMBER</b>	202300082	<b>DIVISION</b>	Audit and Investigations
<b>DEPARTMENT</b>	Houston Audit	<b>OPENING DATE</b>	06/20/2023
<b>CLOSING DATE</b>	6/30/2023 5:00 PM Central	<b>FLSA</b>	Exempt

### General Description

Field auditor position with duties to include conducting audits, complaint investigations, inspections, education initiatives, and marketing practices. Work involves examining records of corporations, partnerships, and sole proprietors to assure legal and regulatory compliance with applicable statutes and rules of procedures, and to establish tax and fee liabilities. Works under supervision of the Regional Audit Manager or Assistant Regional Audit Manager.

### Essential Job Functions

#### (60%) Auditing - (Excise/Food & Beverage/Private Club/Local Distributors/ Direct Shipper)

- Conducts assigned tax, fee, and regulatory audits in a timely manner with minimum errors and supervision.
- Follows audit procedures manuals, code & rules requirements.
- Recognizes and adequately documents audit discrepancies noted and take appropriate action based on audit procedures manual.
- May audit business records of potential applicants to establish bonding liability and qualification to hold permit or license.

#### (10%) Marketing Practices & Education Initiatives:

- Handles routine marketing practices questions related to the alcoholic beverage code and rules (telephone, emails, and counter).
- Interprets and applies marketing advisories, code, and rules.
- Analyzes and resolves marketing issues related to large festivals involving sponsorship and/or third party promotions.
- Assists with education initiatives involving members of the alcohol industry, public schools/colleges, and public/civic organizations.

#### (20%) Inspections / Investigations

- Develops administrative cases for cash and credit law under limited supervision.
- Assists senior staff with the development of complex administrative cases and may assist in the case settlement. Involves developing fact base case narratives.
- Assists in promoting voluntary compliance and public safety by assisting in performing complaint-based investigations relating to regulatory and public safety issues.

- Conducts various types of physical inspections of licensed locations for compliance with the Alcoholic Beverage Code and Rules.
- May review licensing files and evaluate internal business entity structures related to complaint-based investigations.
- Prepares legally acceptable statements or affidavits.
- May assist with investigations involving the Enforcement Division, Licensing Division, Tax & Marketing Division, and Marketing Investigations Unit of the Audit & Investigations Division.

**(5%) Preparation of statistical reports / Time Management Skills / Other Duties:**

- Properly documents daily, weekly, monthly reports related to travel and daily work activities.
- May assist with the processing and issue of temporary permits/licenses
- Assists with the agency licensing process by conducting new location inspections, interview and furnishing applicant(s) with information concerning their respective type of permit or license and informing them of their responsibilities under the law.

**(5%) Property Management/Seized Property as necessary**

- Properly tags, inventories, and accounts for agency assets.
- Properly documents, enters, safeguards and disposes of agency seized property and purchase of evidence items in accordance with evidence (SAPE) procedures manual.
- Other duties as assigned.

## **MQs, KSA, License/Certifications**

### **MINIMUM QUALIFICATIONS:**

#### **Option 1**

Graduation from an accredited four-year college or university with major coursework in accounting, finance, management or marketing. Experience and education may be substituted for one another.

#### **AND**

At least 12 hours of accounting, auditing, and finance; six (6) of which must be in accounting.

**(NOTE: Legible copy of transcript(s) showing degree and accounting hours and/or proof of course enrollment must accompany application for employment consideration).**

#### **Option 2**

Associates Degree in a business-related field (marketing/finance/accounting/management). At least 9 hours of accounting, auditing, or finance; six (6) of which must be in accounting.

**(NOTE: Legible copy of transcript(s) showing degree and accounting hours and/or proof of course enrollment must accompany, application for employment consideration).**

#### **AND**

With Associates Degree, two (2) years' full-time work experience in accounting, auditing or extensive financial investigations involving business records.

#### **NOTE:**

- Must possess a valid Texas Driver License, a clear driving record, and a vehicle capable of transporting two individuals. If out of state, must obtain Class C Texas Driver's License within six weeks of job acceptance.
- Must complete New Auditors Training Program within the first year of employment and be willing to complete division or agency on and off-site training as required to enhance job-related skills to include the New Auditor's Academy as scheduled.
- Due to budgetary constraints, travel may be limited, and assignments/projects will require virtual completion via Microsoft Teams or other platforms/applications as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of accounting and auditing methods and systems; generally accepted auditing standards and procedures; and computer technology principles, terminology, programming, and automated systems.

Knowledge of accepted business practices and office procedures involved in providing services to internal and external customers.

Thorough knowledge of spelling, punctuation, and grammar.

Working knowledge of tax law and audit procedures.

Working knowledge of accounting methods and systems, and of generally acceptable auditing standards and procedures.

Skill in the use of personal computers, preferably Windows and Microsoft products to include Word, Excel, Outlook, and PowerPoint.

Skill in performing mathematical, statistical, and financial calculations.

Skill in collecting, analyzing, and documenting research data.

Time management and multi-tasking skills.

Collaboration, team participation, and task oriented skills.

Ability to read, comprehend and apply agency's philosophy, policies, and procedures.

Ability to analyze, evaluate and summarize a large volume of financial records.

Ability to evaluate documents for accuracy and conformance to accounting standards and legal requirements.

Ability to maintain, secure and protect confidential, sensitive, or secured information or goods.

Ability to learn moderately complex technical issues and maintain complex records.

Ability to take direction and accept constructive criticism.

Ability to communicate effectively both orally and in writing.

**REGISTRATION, CERTIFICATION OR LICENSURE:**

Work experience in auditing/investigations is preferred.

Applicable Certifications Supported: *Certified Public Accountant (CPA)*, *Certified Financial Analyst (CFA)*, *Certified Management Accountant (CMA)*, *Certified Internal Auditor (CIA)*, *Certified Information Systems Auditor (CISA)*, *Certified Fraud Examiner (CFE)*.

**Physical Requirements/Supplemental Information****PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

Regular Hours are Monday thru Friday, 8:00 AM to 5:00 PM. Occasional overtime required.

Ability to routinely lift and transport record boxes weighing up to 25 pounds.

Ability to lift and dolly cases of alcoholic beverage weighing up to up to 40 pounds

Ability to travel up to 50% of the time conducting assigned field activities.

Occasional overnight travel.

**Agency**

Texas Alcoholic Beverage Commission

**Address**

5806 Mesa Drive #165

Austin, Texas, 78731

**Phone**

(512) 206-3220

**Website**

<http://www.tabc.texas.gov>

