

JOB OPPORTUNITY
MISSOURI DIVISION OF ALCOHOL AND TOBACCO CONTROL

TITLE: Auditor

LOCATION: Missouri Division of Alcohol and Tobacco Control

SALARY: \$40,380 - \$41,187

DESCRIPTION: This is a professional position responsible for the proper excise tax reporting by liquor licensees and the auditing of liquor licensees for various compliance areas of the liquor control laws and regulations. The position is located in the Jefferson City Central Office and the successful applicant may be required to travel extensively. The Auditor performs audits and/or reviews the work of the audit team and submits recommendations to Division Management based on audit findings.

EXAMPLES OF WORK PERFORMED: An employee of this position will be responsible for ensuring compliance with Chapters 311, Sections 407.924 through 934, RSMo, and the Rules and Regulations of the Supervisor of Alcohol and Tobacco Control. Performs audits of Microbreweries, Liquor Manufacturers, Solicitors and Wholesalers, Domestic Wineries and retail licensees. Prepares violation reports. Prepares the annual Governors Report. Enforces ordinary commercial credit laws. Regulates the commerce in distilled spirits, wine and malt beverages as it applies to the three-tier system of alcohol distribution. Reviews any areas that require knowledge of accounting systems and auditing procedures, e.g., pricing incentives to retailers, deceptive business practices that can only be detected by review of accounting and inventory records, and unauthorized transfers of merchandise. Performs bonded warehouse counts to determine if all excise taxes are paid on intoxicating liquors. Prepares audit reports and violation reports for Administrative Services Manager's review. Testifies on findings in violation reports before the State Supervisor, Administrative Hearing Commission and/or Circuit Court. Required to investigate citizen or Industry complaints alleging possible liquor law violations, conduct follow-up investigations on information gathered by other agencies. May also be required to conduct routine inspections of licensed premises. Other duties assigned by supervisor. Some overnight stays may be required when working throughout the state.

EXAMPLES OF REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of general accepted accounting principles, auditing standards and techniques and the ability to apply such techniques in practice. Working knowledge of State and Federal laws and regulations governing the liquor industry. Ability to prepare and maintain accurate financial and statistical records and reports. Ability to perform detailed work involving written or numerical data and to make accurate calculations. Ability to establish and maintain effective working relationships with departmental and Divisional officials, staff associates and licensees. Knowledge of computer software including, but not limited to, word processing for report preparation and various spreadsheets for statistical analysis and the ability to understand and interpret different accounting systems generated by licensees' computers.

QUALIFICATIONS: Graduation from an accredited four-year college or university with specialization (twenty-four semester hours) in accounting and auditing and two years' experience. Must be a United States Citizen and taxpaying resident of Missouri three years

prior to appointment. Must possess valid Missouri driver's license. Applicant must be able to read and write the English language, and possess ordinary physical strength. Must be able to pass a background investigation, criminal record check and drug test.

APPLICATION PROCEDURE: Current employees of the Division of Alcohol and Tobacco Control who want to be considered for this position must submit a resume with a cover letter to Amanda Brandt, Division of Alcohol and Tobacco Control, at 1738 East Elm Street, Lower Level, P.O. Box 837, Jefferson City, MO 65101 by close of business on May 31, 2017.

Other individuals who want to be considered for this position must complete a Department of Public Safety Application for Employment. Applications can be obtained at <http://www.atc.dps.mo.gov> or at the Division of Alcohol and Tobacco Control located at 1738 E. Elm Street, Lower Level, Jefferson City. Completed applications, with any supplemental documents such as a cover letter, resume, college/university transcript(s), etc..., must be completed and received to Amanda Brandt, Division of Alcohol and Tobacco Control, at 1738 E. Elm Street, Lower Level, P.O. Box 837, Jefferson City, MO 65101, by close of business on May 31, 2017 for consideration.

EQUAL OPPORTUNITY STATEMENT: The Division of Alcohol and Tobacco Control is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.