

JOB DESCRIPTION

Benchmark Job #387

Ministry: Finance and Corporate Relations
Branch: Financial Services and Administration
Location: Victoria

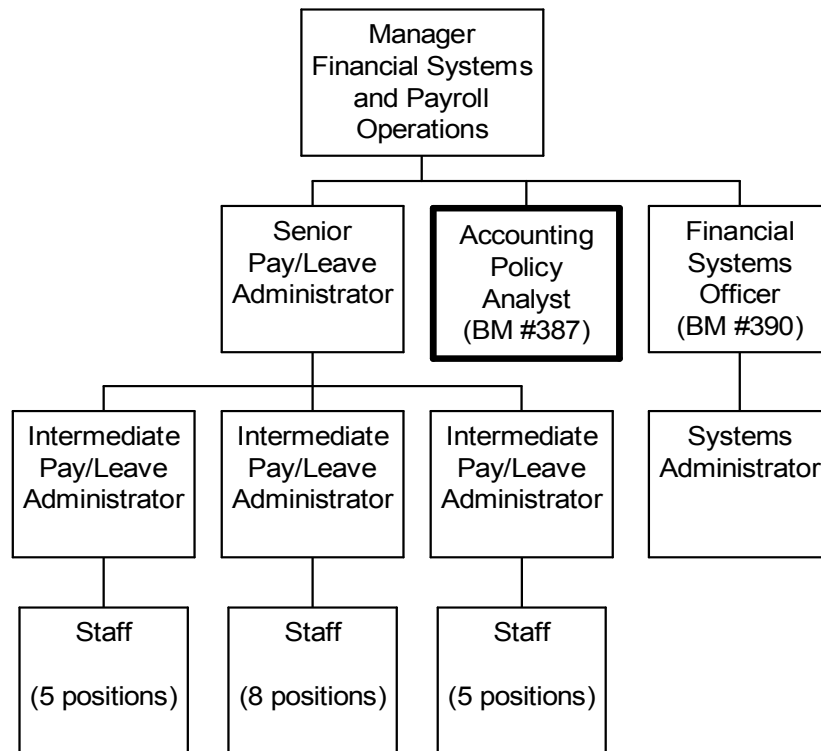
Working Title: **Accounting Policy Analyst**
Level: Range 24
NOC Code: 1111

PRIMARY FUNCTION

To develop and implement ministry accounting policy, procedures and reporting systems in response to new or emerging accounting issues and analyze business risk to support the ministry and multiple supported entities, such as board and agencies.

JOB DUTIES AND TASKS

1. Develops and implements ministry accounting policy and procedures in response to central agency-initiated accounting policy such as accounting for capital assets and capital budgeting, or financial management initiatives undertaken by the branch, ministry or government such as business planning and reporting and benchmarking initiative
 - a. compiles and summarizes external information related to new or emerging accounting issues including searching the internet, reviewing the Canadian Institute of Chartered Accountants' (CICA) Handbook and Revenue Canada's bulletins, policies and procedures
 - b. recommends, to the Manager, procedures in response to new accounting initiatives
 - c. identifies implications of new or amended government financial policies or directives by reviewing and interpreting financial legislation and other financial documents
 - d. consults with program staff to ensure business needs and risks are identified and to gain consensus on proposed accounting policies and procedures
 - e. writes ministry policies and procedures, incorporating operational requirements and anticipated implications and discusses with central agencies
 - f. reviews and recommends enhancements to financial reporting systems and functions that support ministry policies and procedures such as use of electronic forms, signature blocks
 - g. plans the implementation of new policies and procedures such as monthly amortization of journal vouchers
2. Provides accounting and other financial management services advice to ministry clients
 - a. responds to requests for information or interpretation of accounting policies or procedures on tax-related questions
 - b. communicates new policies and procedures to branch and ministry staff through bulletins and intranet connections
 - c. conducts training sessions on new or revised accounting policy or procedures
3. Coordinates fiscal year end and interim accounting and reporting
 - a. ensures balance sheet accounts are accurately reconciled by reviewing balance sheet accounts, assessing unusual balances and resolving with clients
 - b. compiles and reviews other financial information required by the Office of the Comptroller General as part of the fiscal year end process
 - c. reconciles central accounts such as leave liability
4. Performs other related duties
 - a. completes risk analysis and controls reports documenting the overall assessment of financial reporting systems including controls and potential deficiencies to support the assessment
 - b. represents the Ministry on various inter-ministry and intra-ministry committees, project teams, meetings and work groups such as Shared Services and Program Transfers
 - c. coordinates ministry responses and branch and program follow-up to audit reports prepared by the Office of the Auditor General or Internal Audit Branch, OCG or to other government initiatives.



REASON FOR CLASSIFICATION

Benchmark Job #387

Job Title: Accounting Policy Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of accounting to analyze and interpret new or emerging accounting issues and develop and implement ministry accounting policies, procedures and reporting systems, including risk and control analyses.</p>	H	280
2	<p>MENTAL DEMANDS Judgement required to modify accounting methods and approaches in response to new or emerging accounting issues to develop ministry accounting policies, procedures and reporting systems.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to gain consensus on accounting policies, procedures and reporting systems with program staff.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to keyboard to produce reports with minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by accounting principles and standards, develops ministry accounting policies, procedures and reporting systems.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Major financial responsibility to develop and recommend improvements to ministry-wide accounting policies, procedures and reporting systems.</p>	G	58
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control financial ministry accounting processes through the development of procedures that ensure the quality of financial information against accounting standards.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #387

Job Title: Accounting Policy Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training on new or revised accounting policy or procedures.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsible for own well being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read financial documents and reports and view computer screens.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screens to enter financial data and to produce reports.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Minimal exposure to hazards from regular keyboarding.	A	2

Total Points: 828

Level: Range 24

JOB DESCRIPTION

Benchmark Job #030

Ministry: Finance and Corporate Relations
Branch: Consumer Taxation
Location: Vancouver

Working Title: **Auditor**
Level: Range 24
NOC Code: 1111

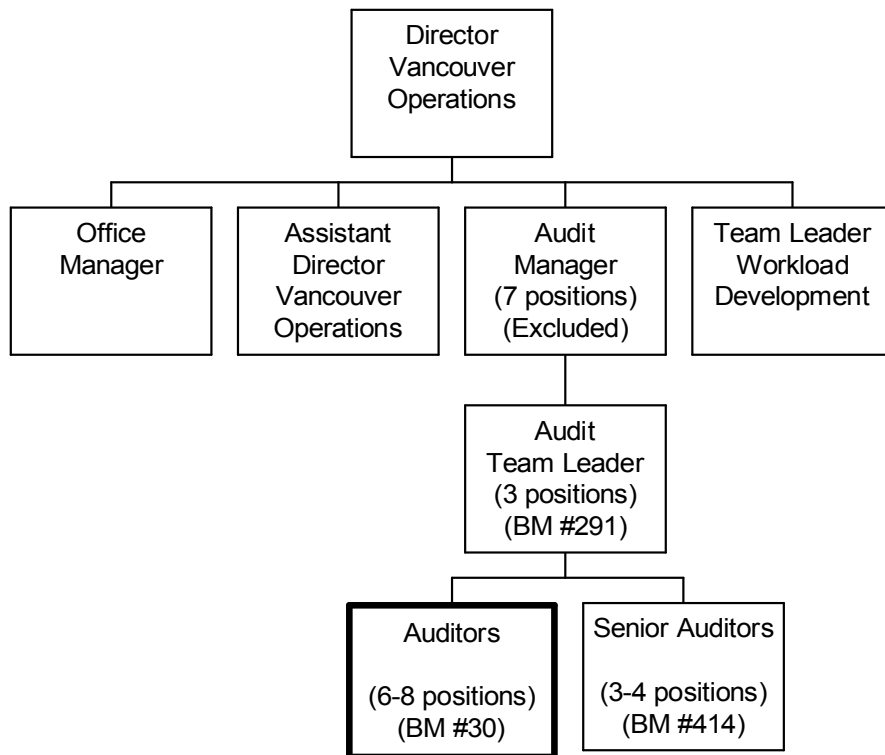
PRIMARY FUNCTION

To plan and conduct tax audits of businesses operating in BC, in a variety of industries and locations both within and outside the province, report on audit findings and establish evidence supporting offences under several consumer taxation statutes to maximize tax revenue to the province.

JOB DUTIES AND TASKS

1. Plans and conducts tax audits that are subjected to critical scrutiny by taxpayers, their representatives or ministry staff or potential appeal to ensure compliance with several taxation statutes
 - a. outlines initial audit plans including nature, scope and timing of audits, for review and approval by the supervisor
 - b. reviews business features and documents such as corporate structures, related industry information, annual reports and related financial statements
 - c. reviews taxation law interpretations and applications, various federal and provincial statutes, Generally Accepted Accounting Principles (GAAP) and tax law application used by taxpayers to compute consumer taxes owing
 - d. reviews and assesses risk factors relating to businesses' accounting practices and systems
 - e. assesses taxes owing, noting non-compliance or establishing tax credits owed to the taxpayer and verifying and recommending payment of refunds
2. Reports audit results
 - a. compiles audit working papers and supporting schedules and drafts preliminary results
 - b. discusses audit findings and details of assessments with taxpayers or their representatives including explaining tax treatments on specific transactions, methods of calculating taxes, areas of non-compliance, changes in tax assessments and necessary follow-up action to resolve conflicts
 - c. obtains agreement on assessed taxes payable or receives formal objections
 - d. educates taxpayers on legislation, policies and procedures to promote compliance
 - e. drafts audit reports including audit scope, nature of the taxpayers' business or industry and accounting systems, assessment of risk, investigations conducted, audit results and assessments and areas of non-compliance
 - f. obtains payment and/or collection information pertaining to audit assessments
 - g. drafts letter for Manager's signature relating to objected assessments
3. Establishes evidence supporting offences under several taxation statutes and recommends prosecution or other action to collect taxes payable
 - a. outlines audit scope, assessments and degree of taxpayer compliance with the law
 - b. recommends cancellation of licences, prosecution action, frequency of future audits and concurrent audits of related businesses and refers illegal activity to appropriate authorities
 - c. drafts notes for Crown Counsel and appears as a witness in crown proceedings
4. Performs other related duties
 - a. prepares issue papers regarding taxable status and proposes changes to policies and procedures
 - b. participates on audits of large businesses or out-of-province audits as part of an audit team
 - c. responds to inquiries regarding the application of relevant taxation statutes
 - d. drives to taxpayer worksites to conduct audits
 - e. provides informal orientation to the workplace to new employees
 - f. compiles information relating to designated business sectors

ORGANIZATION CHART
Benchmark Job #030



REASON FOR CLASSIFICATION

Benchmark Job #030

Job Title: Auditor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of accounting and financial auditing to plan and conduct tax audits of businesses in a variety of industries and locations and establish evidence supporting offences under several consumer taxation statutes to maximize tax revenue to the province.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify accounting and auditing methods and techniques to plan and conduct tax audits, assess risk factors and accounting systems, report on audit findings and establish evidence supporting offences under several taxation statutes.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to persuade taxpayers to pay taxes payable.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive a vehicle to taxpayers' business locations to conduct audits.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general audit policies and standards, plan and conduct tax audits of businesses in a variety of industries and locations, establish evidence supporting offences under several consumer taxation statutes, recommend cancellation of licenses, prosecution action, frequency of future audits and concurrent audits of related businesses and refers illegal activity to appropriate authorities.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to plan Consumer Taxation audits of businesses to maximize tax revenue to the province.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control evidence collection processes by reviewing audit working papers and reports to ensure the quality of audit information meets standards of evidence for court proceedings.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #030

Job Title: Auditor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to drive a light vehicle as a designated driver to taxpayer business locations to conduct audits.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read legal and financial documents to perform tax audits.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to legal and financial documents.	C	12
12	SURROUNDINGS Exposure to regular overnight travel to conduct tax audits within and outside the province.	B	4
13	HAZARDS Moderate exposure to hazards from frequently driving to taxpayers' business locations to conduct audits.	C	6

Total Points: 830

Level: Range 24

JOB DESCRIPTION

Benchmark Job #414

Ministry: Finance and Corporate Relations
Branch: Consumer Taxation
Location: Vancouver

Working Title:
Level:
NOC Code:

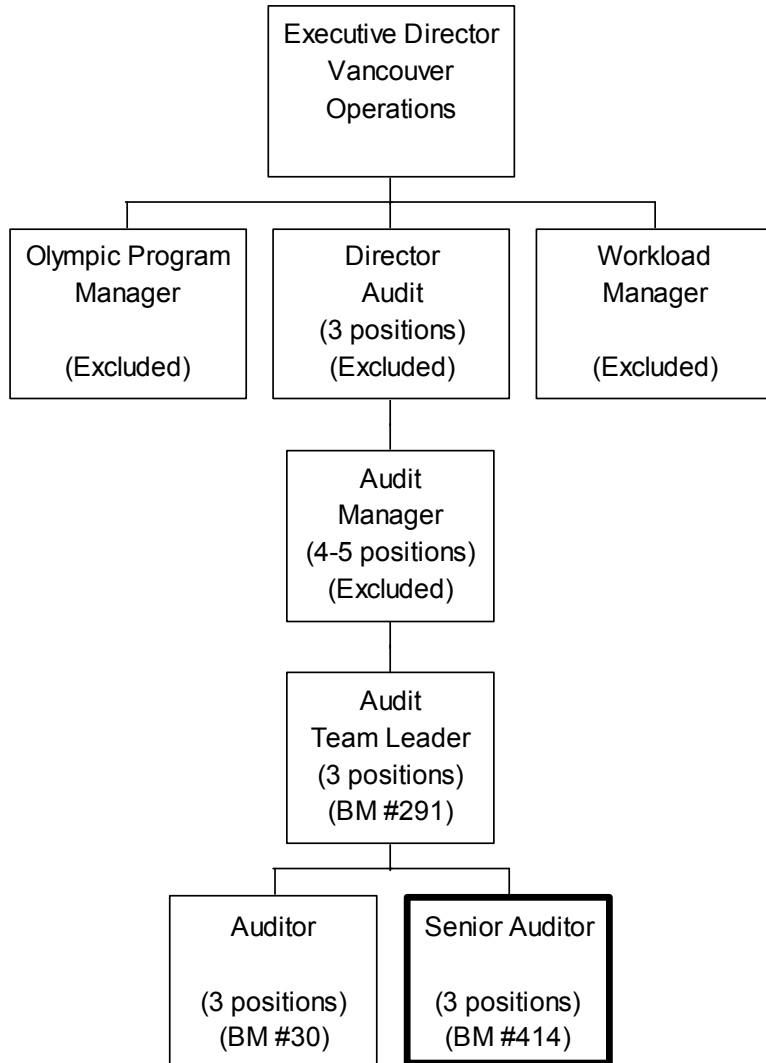
Senior Auditor
Range 27
1111

PRIMARY FUNCTION

To plan, conduct and coordinate specialized tax audits and audits of large provincial, national and international corporations (i.e. assets greater than \$10 million) for a variety of industries, acts as a business expert in a sector speciality or industry technology and leads audit teams under several consumer taxation statutes to maximize tax revenue to the Province.

JOB DUTIES AND TASKS

1. Plans and conducts specialized tax audits and audits of large commercial businesses where recoveries are between \$500,000 and \$750,000 per year
 - a. develops audit work plans, programs and schedules including setting objectives, goals, standards and performance expectations for approval by the supervisor
 - b. analyzes audit approaches to ensure appropriateness, efficiency and effectiveness
 - c. conducts specialized tax audits including Electronic Data Processing requiring a thorough knowledge of industry business processes and systems and investigations
 - d. reviews audit working papers, supporting schedules and reports for completeness and compliance with legislation, auditing practices and standards
 - e. reports on investigation findings, significant issues, observations and recommendations, including identifying patterns of non-compliance and areas for additional investigation
 - f. provides advice and recommends options or resolution to problems identified by Auditors
 - g. discusses audit findings with taxpayers and/or their professional representatives
2. Resolves matters of dispute such as objections to assessments, audit procedures and legal interpretations
 - a. researches and interprets difficult or vague taxation applications and provides explanations in accordance with policy and tax rulings to taxpayers or their representatives and Auditors
 - b. evaluates additional information received from the taxpayers
 - c. drafts reports for senior management setting out details of appeals and related arguments and recommends proposed assessments
3. Acts as a business expert in a sector speciality or industry technology (e.g. forestry, food chains, telecommunications and oil and gas)
 - a. documents decisions involving significant tax revenues on a single issue impacting the assessment and administrative practices of the Branch
 - b. assists in the review of legislation and tax administration policies and maintains relevant tools and checklists for sector speciality or industry technology
 - c. interprets and summarizes facts, legislation and decisions and prepares reports
4. Acts as a team leader on out-of-province audits on a variety of businesses (1-2 FTEs)
 - a. acts as a lead hand for Auditors, including training, mentoring, providing feedback and advice and recommending options or resolution to problems identified by Auditors
 - b. plans, reviews and ensures work plans and standards are met
 - c. reviews and recommends to the supervisor approval of time reports and travel expense claims of staff during audit assignments
 - d. compiles audit team reports to create complete audit files for out-of-province audits
5. Performs other related duties
 - a. gives evidence under oath and controls evidence collection processes to ensure information quality meets criminal court standards of evidence
 - b. recommends new legislative interpretations and accounting practices and standards applications and drafts related issue papers
 - c. maintains expertise in sector specialty including developing relevant tools and checklists
 - d. drives to taxpayers' business locations to conduct audits



ORGANIZATION CHART
Benchmark Job #414

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of accounting and financial auditing to plan, conduct and coordinate specialized tax audits and audits of large and commercial businesses in a variety of industries and locations to maximize tax revenue to the province.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to plan, conduct and coordinate specialized tax audits and audits of large provincial, national and international corporations in a variety of industries and locations, acts as a business expert in a sector speciality or industry technology and researches and interprets difficult or vague taxation applications.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to persuade taxpayers to pay taxes.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive a vehicle to taxpayers' business locations to conduct audits.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general audit policies, plans and standards that allow flexibility in performing audit work, plans, conducts and coordinates specialized, professional tax audits and audits of large and commercial businesses in a variety of industries and locations.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to plan Consumer Taxation audits of businesses for the purpose of generating taxation revenue.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control evidence collection processes by reviewing audit working papers and reports to ensure the quality of audit information meets standards of evidence for criminal court proceedings.</p>	E	33

ORGANIZATION CHART
Benchmark Job #414

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of assigned Auditors on out-of-province audit assignments (1-2 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to drive a vehicle as a designated driver with no requirement to carry passengers.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read financial and legal documents to perform tax audits.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to financial statements and other financial documentation.	C	12
12	SURROUNDINGS Exposure to regular overnight travel to conduct tax audits on out-of-province businesses.	B	4
13	HAZARDS Moderate exposure to hazards from frequently driving to taxpayers' business locations to conduct audits.	C	6

Total Points: 889

Level: Range 27

JOB DESCRIPTION

Benchmark Job #401

Ministry: Finance and Corporate Relations
Branch: Income Taxation
Location: Victoria

Working Title:
Level:
NOC Code:

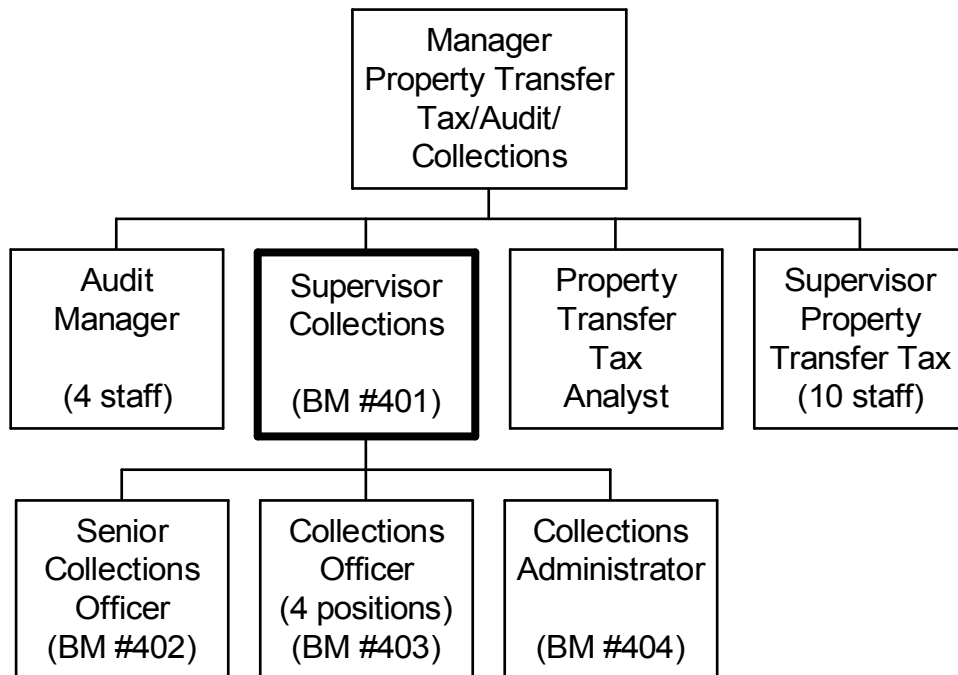
Supervisor, Collections
Range 27
1212

PRIMARY FUNCTION

To supervise the collection and administration of delinquent income taxes owing under several tax acts and related federal and provincial legislation.

JOB DUTIES AND TASKS

1. Enforces the collection of revenue owing to the province to maximize compliance and dollar recovery
 - a. signs various legal instruments under the Property Transfer Tax Act, Corporation Capital Tax Act, Insurance Premium Tax Act, Logging Tax Act, Mining Tax Act, Mineral Tax Act, and International Financial Business (Tax Refund) Act such as third party demands up to \$50,000, court certificates and liens on property with unlimited amounts by designated legislation
 - b. approves and negotiates long term (over 12 months) or unusual payment proposals by analyzing financial statements, impacts on individuals, businesses and other statutory creditors to determine business viability
 - c. recommends the acceptance of partial settlement of tax debts in unusual cases
 - d. directs bailiffs in contentious disputes regarding seizure of assets or closure of business
 - e. consults and directs Legal Counsel (AG) regarding various enforcement activities undertaken by the Branch
 - f. reviews and recommends the write-off of tax debts valued at \$10 to \$12 million per annum
2. Supervises the Collections section (6 FTEs)
 - a. supervises collections section staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance
3. Responds to legal precedents in other jurisdictions to enhance the Province's collection priority
 - a. develops, recommends and implements operational policy changes
 - b. identifies appropriate cases to pursue for precedent
 - c. recommends legislative changes that may affect the Province's ability to collect delinquent income taxes such as in receivership cases
4. Improves efficiency of section operations
 - a. leads special projects, including research and analysis, and technical data collection
 - b. develops and manages computer applications and integration into the collections system
 - c. shares information with other branches and ministries
5. Performs other related duties
 - a. resolves collection related problems that are referred by MLA's, Minister's Office and the Office of the Ombudsman
 - b. serves as Commissioner by witnessing legal documents and administering the oath of employment
 - c. gives evidence under oath and controls evidence collection processes to ensure information quality will meet standards of evidence for civil court proceedings



ORGANIZATION CHART
Benchmark Job #401

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of civil law to plan and review sensitive collections cases, develop collections policy, recommend legislative changes and identify cases to pursue for precedents to enhance the Province's collection priority.</p>	H	280
2	<p>MENTAL DEMANDS Judgement required to evaluate the effectiveness of the collections program, develop collections policy, recommend legislative changes and identify cases to pursue for precedents to enhance the Province's collection priority.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to discuss and explain employee performance and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to use a keyboard to search databases for collections information and prepare reports with a minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by legal precedent and legislation, develops collections operational policy, recommends legislative changes and identifies cases to pursue for precedents to enhance the Province's collection priority.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Major financial responsibility to review and recommend write-off of tax debts valued in excess of \$2.5 million per annum.</p>	G	58
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable level of responsibility to control evidence collection processes to ensure information quality meets standards of evidence for civil court proceedings.</p>	E	33

ORGANIZATION CHART
Benchmark Job #401

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility for supervising and appraising the performance of collections staff (6 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention for the well-being of others to ensure that the financial well-being of individuals is not negatively affected by negotiated repayment plans.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read financial statements, databases and reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently visually focus on financial statements, databases and reports.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with hostile and angry delinquent taxpayers.	B	4
13	HAZARDS Minimal exposure to hazards from regular keyboarding.	A	2

Total Points: 902

Level: Range 27

JOB DESCRIPTION

Benchmark Job #291

Ministry: Finance and Corporate Relations

Working Title:

Audit Team Leader

Branch: Consumer Taxation

Level:

Range 30

Location: Vancouver

NOC Code:

1111

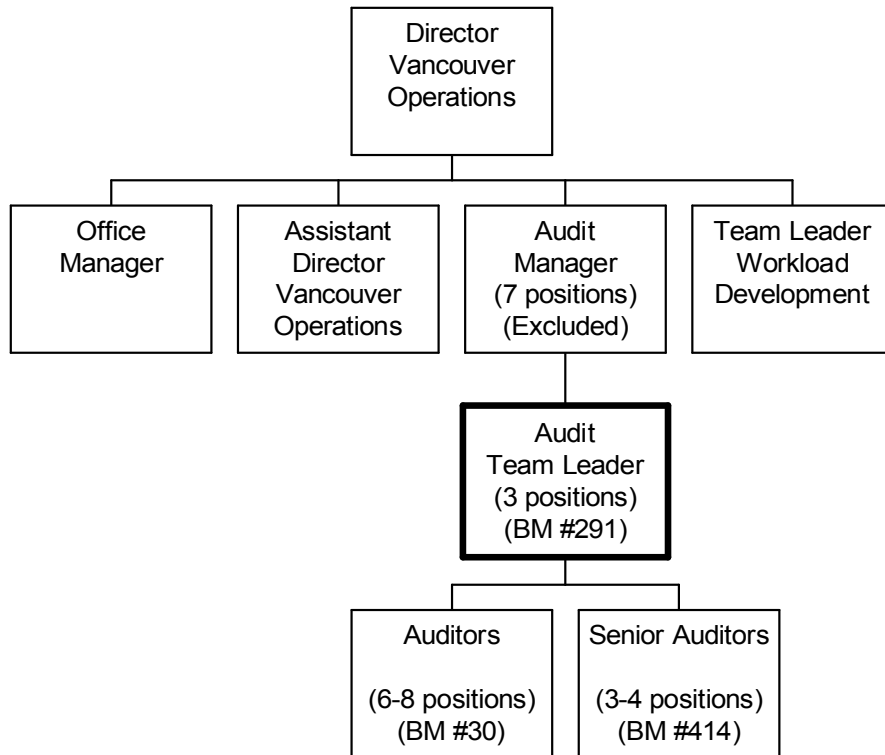
PRIMARY FUNCTION

To plan, organize, direct and evaluate specialized tax audits on large, commercial businesses in a variety of industries and locations where recoveries are between \$500,000 and \$1 million per year and lead audit teams under several consumer taxation statutes to maximize tax revenue to the Province.

JOB DUTIES AND TASKS

1. Plans and directs the work of audit teams engaged in auditing a variety of businesses and plans and coordinates specialized tax audits on large, commercial businesses in a variety of industries and locations
 - a. Develops, or assists Auditors in the development of, audit work plans, programs and schedules, including setting objectives, goals, standards and performance expectations, and approves audit plans
 - b. monitors and evaluates plan implementation, provides feedback and direction, reports on progress and reassigns or redirects staff based on new information
 - c. evaluates audit approaches recommended by Auditors to ensure appropriateness, efficiency and effectiveness
 - d. reviews audit working papers, supporting schedules and reports for completeness and compliance with legislation, accounting practices and standards
 - e. provides advice and recommends options or resolution to problems identified by Auditors
 - f. conducts audits and investigations on highly specialized or large commercial businesses in a variety of industries and locations
 - g. reports on investigation findings, significant issues, observations and recommendations, including identifying patterns of non-compliance and areas for additional investigation
 - h. compiles audit team reports to create complete audit files
 - i. exercises spending authority up to \$10,000 on tax refunds
 - j. approves account billings up to 50 hours and \$100,000 and up to 14 hours on nil-reports
 - k. discusses audit findings with taxpayers and/or their professional representatives and negotiates, as a representative of government, resolution to contentious, highly technical and legal audit outcomes
 - l. evaluates the effectiveness of the tax audit program and identifies and recommends required changes
2. Resolves matters of dispute such as objections to assessments, audit procedures and legal interpretations
 - a. researches and interprets difficult taxation applications and provides explanations in accordance with policy and tax rulings to taxpayers or their representatives and Auditors
 - b. responds to contentious inquiries or objection submissions from taxpayers and recommends appropriate proposed assessments for the Manager's approval
 - c. evaluates additional information received from the taxpayers
 - d. drafts reports for senior management setting out details of appeals and related arguments and recommends proposed assessments
3. Supervises Auditors (5 to 7 FTEs)
 - a. supervises Auditors, including hiring, training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance and takes disciplinary action, if required
 - e. reviews and approves time reports and travel expense claims of staff during audit assignments
4. Performs other related duties
 - a. gives evidence under oath and controls evidence collection processes to ensure information quality will meet criminal court standards of evidence
 - b. recommends new legislative interpretations and accounting practices and standards applications and drafts related issue papers
 - c. maintains expertise in sector specialty including developing relevant tools, checklists, etc. and provides training to other staff
 - d. conducts and reports on special investigations
 - e. drives to taxpayers' business locations to conduct audits and negotiate resolution

ORGANIZATION CHART
Benchmark Job #291



ORGANIZATION CHART

Benchmark Job #291

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant consumer taxation auditing program to plan, organize, direct and evaluate specialized tax audits on large, commercial businesses in a variety of industries and locations and lead audit teams under several consumer taxation statutes to maximize tax revenue to the Province.</p>	I	305
2	<p>MENTAL DEMANDS Judgement required to evaluate effectiveness of the consumer taxation audit program and identify and recommend required changes and resolve contentious tax-related issues and appeals.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILLS Influence required to use formal negotiations skills to represent government in sensitive negotiations to facilitate consensus on contentious audit outcomes.</p>	E	60
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive a vehicle to taxpayers' business locations to conduct audits and negotiate resolution to audit outcomes.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general policies, plans and standards, plans, organizes, directs and evaluates an audit program in a defined geographic area in support of specialized, professional tax audits on large, commercial businesses in a variety of industries and locations and lead audit teams under several consumer taxation statutes to maximize tax revenue to the Province.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to plan Consumer Taxation audits of businesses for the purpose of generating taxation revenue.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control evidence collection processes by reviewing audit working papers and reports to ensure the quality of audit information meets standards of evidence for court proceedings.</p>	E	33

ORGANIZATION CHART
Benchmark Job #291

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise performance and take disciplinary action, if required (5 to 7 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to occasionally calm angry business owners who object to tax assessments.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently manage concurrent audit projects requiring planning or reporting.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to financial statements and other financial documentation.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with angry business owners or their representatives regarding tax assessments.	B	4
13	HAZARDS Limited exposure to hazards to regularly drive to taxpayers' business locations to conduct audits and negotiate resolution to audit outcomes.	B	4

Total Points: 959

Level: Range 30