



Government of the Virgin Islands Franchise Tax Auditor (US27-1)

SALARY	\$49,075.79 Annually	LOCATION	St. Thomas/ St. John, VI
JOB TYPE	Classified	JOB NUMBER	201904773
DEPARTMENT	[Office of the Lieutenant Governor-STT]	OPENING DATE	06/12/2025
CLOSING DATE	6/25/2025 11:59 PM Atlantic (Canada)		

Description

This position involves work of a technical and responsible nature within the division of Corporations & Trade Marks. The Franchise Tax Auditor is responsible for auditing corporate files to determine the accuracy of financial statements, determine the appropriateness of corporations to receive good standing letters, and provide other audit functions such as the calculation of outstanding franchise taxes by delinquent corporations.

Work requires considerable tact in meeting with the public and involves interrelating laws and regulations relating to the administration and enforcement of tax or license provisions. Work methods are established in accordance with generally accepted auditing procedures and division requirements. Audit results are subject to evaluation and review by the Director of Corporation and Trade Marks.

Duties and Responsibilities

DUTIES (NOT ALL INCLUSIVE):

- Analyzes corporate financial records using generally accepted accounting principles.
- Conducts and completes audit work in compliance with the generally accepted auditing procedures and division requirements.
- Compiles spreadsheets and audit notes and analysis which meet established standard policy requirements and procedures.
- Estimates corporate tax liabilities from corporate records or other available information.
- Observes, compares and reviews corporate financial records to determine compliance with the Virgin Islands Tax Code.
- Organizes detailed financial data which includes: Summarizing total gross revenue and deductions by classification and identifying and segregating exceptions to full compliance with the tax code using samples of source documents.
- Attends meetings and compiles financial information from corporate records at the corporate business location.
- Follows and documents the audit trail in the audit file for each assigned audit.
- Writes audit findings and conclusion summaries with consideration to condition cause and effect.
- Educates corporate managers in computing and reporting taxes due by explaining legal requirements, rules, regulations, and procedures of the Division's assessments.
- Performs other related duties as required.

Minimum Qualifications

A BA Degree in Accounting, Business Administration, Finance, or a related field plus five (5) years work experience in the areas of accounting, finance, or a related field; OR An AA Degree in accounting, business administration, finance or a related field plus seven (7) years of experience in the area of accounting, finance, or a related field; OR A High School Diploma or its equivalent and nine (9) years work experience as a Corporate Examiner.

Position Factors

FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of Generally Accepted Auditing Principles.
- Knowledge of the Virgin Islands Tax Code.
- Knowledge of computer applications.
- Ability to communicate orally with corporate managers, co-workers, and the public face-to-face one-on-one settings, using a telephone, or in group settings.
- Ability to comprehend and make inferences from written materials such as corporate records, hearing rules, tax codes, and policy statements.
- Ability to enter data or information into a PC or other keyboard device to prepare spreadsheets, or to access information from tax and License Registration System.
- Ability to work cooperatively with fellow employees, business managers, and the public.
- Ability to follow written and oral directions.

FACTOR-2- SUPERVISORY CONTROLS:

Work is received from the Director of Corporation and Trademarks. Audit results are subject to evaluation and review by the Director of Corporations and Trademarks. Performance measurement for this position will be reviewed annually based on performance against a set of goals and objectives developed in alignment with the Division of Financial and Securities Services.

FACTOR-3- GUIDELINES:

Guidelines consist of Generally Accepted Accounting Principles, Generally Accepted Auditing Procedures, Division Requirements, and Virgin Islands Tax Codes.

FACTOR-4- COMPLEXITY:

Work is of a technical nature. Franchise Tax Auditors are responsible for auditing corporate files to determine the accuracy of financial statements, determine the appropriateness of corporations to receive good standing letters, and provide other audit functions such as the calculation of outstanding franchise taxes by delinquent corporations.

FACTOR-5- SCOPE AND EFFECT:

The work requires the incumbent to audit corporate files and provide other audit functions to determine accuracy of financial statements, and to calculate franchise taxes of corporations.

FACTOR-6-PERSONAL CONTACTS:

Corporate managers, co-workers, and the public.

FACTOR-7- PURPOSE OF CONTACTS:

To inform, conduct audits, and to defend and give testimony regarding work performed on behalf of the Division.

FACTOR-8- PHYSICAL DEMANDS:

Requires some walking and manual dexterity. Work is mostly sedentary.

FACTOR-9- WORK ENVIRONMENT:

Work is performed in an office setting; however, employee must drive to different corporations in order to conduct audits occasionally.

Employer

Government of the Virgin Islands

Address

United States

Territorywide, U.S. Virgin Islands , 00802

Phone

Website

Franchise Tax Auditor (US27-1) Supplemental Questionnaire

*QUESTION 1

Do you have a Bachelors degree in Business Administration, Accounting, Finance or any closely related field?

- ☐ Yes
☐ No

*QUESTION 2

Do you have five (5) years work experience in the areas of accounting, finance, or a related field?

- ☐ Yes
☐ No

*QUESTION 3

Do you have an Associates degree in Accounting, Business Administration, Finance or a closely related field?

- ☐ Yes
☐ No

*QUESTION 4

Do you have seven (7) years of experience in the area of accounting, finance, or a related field?

- ☐ Yes
☐ No

*QUESTION 5

Do you have a high school diploma or equivalent?

- ☐ yes
☐ no

*QUESTION 6

Do you have nine (9) years work experience as a Corporate Examiner?

- ☐ Yes
☐ No

*QUESTION 7

Please Note: The answers you provide to the supplemental questions will be used to determine eligibility for this position. Please note that in order to qualify for a position, you must satisfy the criteria outlined in the minimum qualifications section of the vacancy announcement and submit supporting documentation. Failure to submit the required documents when applying may disqualify you from further consideration for employment.

Required documents (may vary based on minimum requirements): High School Diploma, High School Transcript, College Degree, College Transcripts, Evaluation of International Credentials (Only education from an accredited school

will be accepted), DD214, Proof of a Name Change (Marriage Certificate or Valid I.D), Certifications, Specialized Licenses, Proof of Citizenship (Birth Certificate, U.S. Passport, or Naturalization Certificate), Valid ID, or Resume.

Attaching a resume does not supersede any of these requirements. Your responses pertaining to specific work experience must be clearly shown in the area for work history on your application.

Do you Accept?

☐ Yes

☐ No

* Required Question