

# Board of Equalization

## Statewide Compliance and Outreach Program

### Job Title: Statewide Compliance and Outreach Program Intern

#### Job Requirements

##### Minimum Qualifications

- Must maintain at least six units per semester with a minimum grade point average of 2.0
- Must be able to work a minimum of 8 hours a week (hours may be structured around your school schedule).

##### Knowledge of:

- Basic understanding of business and accounting terminology.
- Basic understanding of California business tax laws, rules, and regulations administered by the Board of Equalization.
- Financial record keeping including appropriate tax reporting and tax deductions.

##### Ability to:

- Ability to read and comprehend basic tax law.
- Apply knowledge of sales and use tax law to detect or verify compliance.
- Travel to various business locations as designated by team supervisor.
- Introduce and properly identify yourself while stating the purpose of the contact.
- Maintain a professional demeanor while initiating and completing on-site or in office business inspections.
- Effectively conduct an interview to verify compliance with permit and reporting requirements.
- Visually inspect all business premises containing information or data concerning business operations.
- Analyze data and situations accurately, draw sound conclusions, and take effective action.
- Communicate effectively, both orally and in writing.
- Manage and follow-up with a large number of tasks with changing priorities.
- Prepare clear, complete, and concise reports in a timely manner meeting stringent deadlines.
- Develop meaningful audit leads, solicit amended returns, and prepare estimated billings to effectively address any tax reporting deficiencies identified.
- Carry and use a laptop computer for extended time periods.
- Effectively operate a laptop computer and know its functions, including remote connectivity, to successfully conduct the duties of the position.
- Be able to carry a laptop computer over a wide geographical area up to several miles with or without assistance.
- Transfer and transport materials up to 30 pounds with or without assistance
- Maintain and provide applications, literature, and forms on-site or in the office to the public as needed.

##### Desirable Qualifications

- Comprehensive knowledge of personal computers, including laptops, and common business software.
- Knowledge of Microsoft Office products and internet searches.
- Be flexible and mobile to work in or out of the office without a regularly assigned workspace or cubicle.
- Effective use of interpersonal skills, good judgment, and tact.
- Keeness of observation, persistency, creativity, and tact.

## ***Statement of Position***

The Statewide Compliance and Outreach Program (SCOP) is looking for Student Assistants that can multi-task, work independently and a professional demeanor. Under the general supervision of the Administrator I and the technical direction of the leads, the Student Assistant will be an important member of the SCOP team. The Student Assistant will provide a wide variety of services in support that may include online review of accounts and taxpayer contact via telephone, writing and fax. The student assistant will assist in soliciting amended returns, prepare audit recommendations, and permit registration leads. The student may also assist leads with on-site business inspections and permit checks. This will be an opportunity to work in a professional environment with business and tax law issues.

### ***DUTIES***

#### **Essential Job Functions**

Complete pre-work for field staff. Conduct in office review of various account lists to verify the business have the correct registration and are in compliance with sales and use tax law. Follow-ups on 220i's to verify closed out information or obtains the location the business moved to.

Documents in-office telephone interviews and findings. Prepares detailed after-action reports of non-compliance and with soliciting amended tax returns, prepares estimated billings, and/or developing audit leads when an underreporting situation is encountered.

Provides assistance to taxpayers to encourage compliance with the tax laws. Provides information, literature, and forms to taxpayers as needed. Directs or performs account maintenance activities.

**Position may require work in the field.**

#### **Marginal Job Functions**

Performs other duties and special assignments as needed, including attendance at staff meetings, attendance at training classes, taxpayer outreach activities, training assistance and collating statistics.

Email resume to: [lou.bender@boe.ca.gov](mailto:lou.bender@boe.ca.gov)

OR

US Mail to:

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