

Minnesota Department of Revenue, Special Taxes Division

2019 Urban Scholars Position Description

Job Duties

Undergraduate

The purpose of this position is to advance the Department of Revenue's mission to achieve compliance with Minnesota tax laws. This intern will assist customers to determine proper compliance with all provisions of the Special Taxes Minnesota Income Tax Act. In addition, this position performs all aspects of the compliance cycle including customer service, education, tax policy, audit and progressive enforcement.

- Reviewing Special Tax account types including: Lawful Gambling, Unrelated Business Income (UBI), MinnesotaCare, and Cigarette, Alcohol and Tobacco (CAT) to determine if the taxpayer is current on their tax filings.
- Performing analysis of Special Tax returns using established Department of Revenue analytical methods to identify taxpayer returns to be selected for audit or inspection.
- Assisting auditors in the development of audit plans and inspections, drafting information and document requests, participating in office/field audits and inspections, and evaluating taxpayer documentation.
- Preparing audit templates, workpapers, and adjustment explanations.
- Providing technical, administrative, and educational assistance in a professional manner to customers.
- In-state travel is required 50% of the time including 2-3 days of overnight travel per month.