

Tax Auditor

Carolyn Constant

Professional summary

Detail-oriented Tax Auditor with over 13 years of experience in reviewing tax records, ensuring compliance with federal and state tax regulations, and conducting in-depth audits for individual and corporate taxpayers. Known for analytical skills, accuracy, and an unwavering commitment to ethical standards.

Experience

Senior Tax Auditor

March 2018 - Now

Internal Revenue Service (IRS) / Philadelphia, PA

- Conduct and lead in-depth audits of corporate and individual tax returns, verifying accuracy and compliance with U.S. tax laws and regulations.
- Identified over \$2.5 million in additional tax liabilities through comprehensive audits and data analysis, significantly contributing to departmental goals.
- Streamlined audit procedures by implementing digital tools and data analytics software, reducing audit cycle times by 15%.

Tax Auditor

July 2015 - February 2018

Pennsylvania Department of Revenue / Harrisburg, PA

- Performed field audits on small and medium-sized businesses to assess compliance with Pennsylvania tax laws, including sales and use taxes.
- Evaluated financial statements, tax returns, and supporting documents to determine tax liabilities, identifying over \$500,000 in unreported income.
- Developed audit schedules and documented findings, enhancing clarity and accountability in the audit reporting process.

Associate Tax Auditor

June 2012 - June 2015

New York City Department of Finance / New York, NY

- Assisted in conducting audits for individual and corporate taxpayers to ensure compliance with New York City tax codes.
- Conducted thorough reviews of tax records, identifying discrepancies and correcting errors to ensure accurate tax calculations.
- Participated in taxpayer interviews, clarifying complex tax regulations and addressing questions on tax code interpretation.

(267) 555-1234

carolynconstant@gmail.com

Philadelphia, PA

Education

Bachelor of Science in Accounting

Temple University

Graduated: May 2012

CERTIFICATIONS

- Certified Public Accountant (CPA) – Pennsylvania, 2015
- Certified Tax Auditor (CTA) – National Tax Association, 2017

Skills

Tax Auditing & Compliance: Federal and state tax codes, tax compliance strategies, IRS procedures



Data Analysis & Software: Excel, QuickBooks, SAP, tax audit software (e.g., CCH ProSystem fx)



Research & Problem Solving: GAAP knowledge, regulatory research, identifying tax discrepancies



Interpersonal & Communication: Taxpayer interviewing, report preparation, collaboration with legal teams

