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State of New Hampshire Department of Revenue Administration

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John T. Beardmore
Commissioner
July 30, 2015

Kathryn E. Skouteris
Assistant Commissioner

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 94:6, the Commissioner of the Department of Revenue Administration (DRA) respectfully requests to place Ms. Barbara Beelle at Step 1 (NH First equivalent Step 2) for the position of Multi Entity Tax Auditor, position #9U589, unclassified salary grade CC, earning \$59,939.13 annually, effective upon Governor & Council approval. Funding is 100% general funds.

EXPLANATION

Pursuant to RSA 94:6, In case of a new appointment to fill any vacancy the entrance salary shall be at the minimum of the established range unless, upon recommendation of the appointing authority, the governor and council shall establish, after due and proper investigation as to qualifications, a different entrance salary within the established range. DRA respectfully requests an entrance salary higher than the minimum salary within the established range for position #9U589, Multi Entity Tax Auditor, within the Audit Division, for Ms. Barbara Beelle.

The Multi Entity Tax Auditor position is responsible for managing the Nexus Discovery Bureau within the Audit Division. The Nexus Discovery Bureau is responsible for locating non compliant taxpayers who have not registered or filed tax returns in New Hampshire, or those that are not paying the appropriate amount of taxes. "Nexus" is concerned with whether or not an out of state entity has sufficient connections to a taxing jurisdiction to subject that entity to certain state taxes.

Ms. Beelle possesses a Bachelor's Degree from the University of Mississippi and a Master's Degree from Emerson College. Additionally, with over ten years experience in the Audit Division, Ms. Beelle has extensive knowledge of New Hampshire Tax Laws and the Internal Revenue Code and Regulations. She also has an in depth familiarity with IRS Publication 1075 and the relevant use and safeguarding of Federal Taxpayer Information.

Based upon Ms. Beelle's education and experience, the Department believes that she should be placed into the Multi Entity Tax Auditor position, #9U589, unclassified grade CC at Step 1 (NH First equivalent Step 2), earning \$59,939.13 annually.

Sincerely,



John T. Beardmore
Commissioner

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

Barbara J Beelle

Primary Skills

Auditing

- ◆ Perform field audits on taxpayers to insure that their books and records provide adequate internal control over receipts and accurately reflect all income on tax returns filed
- ◆ Analyze and evaluate complex tax information and complete extensive field audits to insure taxpayers are in compliance with New Hampshire tax statutes, regulations, court decisions and department policies
- ◆ Interpret and explain the state's tax laws to taxpayers or their representatives
- ◆ Interview taxpayers or their representatives to obtain data needed to effectively complete the examination
- ◆ Upon completion of examinations, write a comprehensive report using the work papers obtained documenting the field audit results
- ◆ Prepare memoranda outlining the auditor's position for prehearing conferences and administrative hearings on contested cases

Supervisory

- ◆ Managed up to twelve team members
- ◆ Trained new and existing staff
- ◆ Tracked team members' successes and errors and assigned rewards or training as needed
- ◆ Customer and employee service manager
- ◆ Open and close the retail store
- ◆ Assisted cashiers with management functions (returns, cash pickups, etc.)
- ◆ Established and enforced attendance tracking
- ◆ Maintained weekly schedules
- ◆ Created daily schedules based on weekly master
- ◆ Scheduled staff to receive and rotate stock of magazines

Technology

- ◆ Assist coworkers with computer software and hardware issues
- ◆ Maintain confidentiality of Federal Tax Information on all platforms
- ◆ Liaison between NHDRA and IRS regarding Federal Tax Information and the safeguarding thereof
- ◆ Ability to use Secure Data Transfer from IRS as backup to System Development Specialist
- ◆ Complete electronic reports for errors and assist in testing the correction
- ◆ Designated as a lead contact to assist coworkers as CaseWare was rolled out
- ◆ Verify and correct documents for processing
- ◆ Enhanced proposed assessment spreadsheet to include an interest calculator

Analytical

- ◆ Performed retail store self-audit
- ◆ Managed periodicals inventory and analyzed sell-through
- ◆ Tested electronic publishing software

Accounting / Human Resources

- ◆ Nonmerchandise accounts payable
- ◆ Corporate accounts receivable
- ◆ Assisted employees with payroll and benefits questions
- ◆ Maintained employee house accounts
- ◆ Administered employee merchandise credit
- ◆ Tracked employee attendance and time off
- ◆ Directly responsible for cashwrap procedures
- ◆ Daily cash reconciliation and cash drawer preparation

Office

- ◆ Produce weekly, biweekly, monthly, and yearly reports
- ◆ Maintain noninventory supplies
- ◆ Vendor communication

Additional Skills

Software: Microsoft Word, Excel, and Access databases; CaseWare; Intuit QuickBooks and Quicken; scanning, image editing, OCR, faxing, and email

Other: Division PC representative, Account Security Committee, DRA Award Evaluation Committee

Relevant Experience

Tax Field Auditor II

State of New Hampshire, Department of Revenue Administration

Concord, NH, 12/13-Present

Tax Auditor III (now named Tax Field Auditor I)

State of New Hampshire, Department of Revenue Administration

Concord, NH, 03/09-12/13

Tax Auditor I

State of New Hampshire, Department of Revenue Administration

Concord, NH, 10/05-03/09

Tax Forms Examiner

State of New Hampshire, Department of Revenue Administration

Concord, NH, 6/05-10/05

Interim Manager, Café Supervisor, Office Supervisor, Periodicals Specialist, Bookseller

Borders Books

Concord, NH, 1999-2005

Desktop Publishing, Editing, Typing

Pumpkin Publishing (owner)

Salem/Concord, NH, 1997-2006

Magazine Manager, Head Cashier, Bookseller

Barnes & Noble

Salem, NH, 1994-1998

Education

Master of Arts in Writing and Publishing, Emerson College, Boston, MA

Bachelor of Science in Computer Science, University of Mississippi, Oxford, MS

National Merit Four-year College-sponsored Scholarship

Community Involvement

P.E.O. Chapter N, Concord, NH

President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, many committees including Finance Committee

First Congregational Church, Hopkinton, NH

Mission Board Co-Chair, Hand Bell Choir

Barbara Beelle
(603) 998-1002