



State of New Hampshire
Department of Revenue Administration

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John T. Beardmore
Commissioner

March 19, 2014

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

REQUESTED ACTION

Pursuant to RSA 94:1-a, III, authorize the Department of Revenue Administration to retroactively place Ms. Kerrin Rounds into the position of Assistant Director of Audit, position # 9U145, at Step 2 of unclassified salary grade FF, effective July 2, 2013. The retroactive pay equates to \$6,402.82, Step 2 of unclassified salary grade FF. Funding is 100% General funds.

EXPLANATION

Ms. Kerrin Rounds holds a Bachelor of Science in Accounting and is a Certified Public Accountant. Ms. Rounds has been performing in this position since July 2, 2013. Prior to her promotion to the Assistant Director of Audit on July 2, 2013, Ms. Rounds was working for the Department in the Audit Division as a Tax Auditor. She has a broad understanding of the Internal Revenue Code, Internal Revenue Service regulations, federal and state tax court decisions and generally accepted accounting principles. Ms. Rounds is an excellent fit for the Assistant Director of Audit position, an asset to the Department, and has exceeded performance expectations to date.

At the time of Ms. Rounds' promotion, the Department placed her in the minimum step, \$64,156.43 annually, but, by doing so, did not consider the statutory provisions of RSA 94:1-a, III, which requires her placement in the next higher step in range above any subordinate classified employees. RSA 94:1-a, III provides that "any official whose salary upon placement in the new salary range is less than that of a subordinate classified employee shall be placed at the next higher step in range above said classified employee and shall be entitled to any increase provided for herein until the maximum provided herein is reached." Recognizing this error recently, the Department seeks authorization to place Ms. Rounds at the appropriate step in accordance with this statutory provision. The highest classified subordinate employee under Ms. Rounds earns \$70,609.50 annually. Accordingly, pursuant to 94:1-a, III, Ms. Rounds should have been placed at Step 2 of unclassified salary grade FF, earning \$72,564.38, annually. It should be noted that even with this step increase Ms. Rounds will still earn less than several subordinate employees, who are unclassified, the highest of which earns \$79,643.87.

Accordingly, I respectfully request that Ms. Rounds be placed retroactively into the position of Assistant Director of Audit, unclassified salary grade FF, at Step 2, earning \$72,564.38 annually, effective July 2, 2013.

Sincerely,

John T. Beardmore
Commissioner

KERRIN A. ROUNDS, CPA

- Education & Certification **University of Southern Maine, Portland, ME**
Bachelor of Science in Accounting with a minor in Political Science, May 2005
Certified Public Accountant, New Hampshire, March 2013
- Experience **State of New Hampshire: Department of Revenue Administration, Concord, NH**
7/13-Present Assistant Director of Audit
- Assist in the administration and operation of the Audit Division
 - Supervise audit staff and Central Tax Services
 - Oversee development of compliance programs
 - Ensure professionalism of staff through training and other programs
 - Work with taxpayers and representatives to bring contested cases to resolution
- 12/07-7/13 **State of New Hampshire: Department of Revenue Administration, Concord, NH**
Tax Auditor IV
- Served as a team leader including supervision of up to five employees
 - Created manuals and procedures within statutory guidelines
 - Prepared analysis of statutes and rule application to specific cases
 - Worked to case resolution with taxpayer and/or representatives
 - Utilized Excel and Access to analyze data and provide statistics for management
 - Planned and performed complex, detail oriented audits
 - Served on Department Transition Team
- 07/05-12/07 **State of Maine: Maine Revenue Services, Portland, ME**
Senior Revenue Agent
- Assisted with preparation of the Pass-Through Entity Audit Manual
 - Visited taxpayer locations to meet with taxpayer and/or representatives
 - Researched applicable statutes, guidance documents and court cases
 - Prepared audit reports
 - Corresponded with taxpayers by e-mail, phone and mail
- 02/05-07/05 **TD Banknorth Inc., Portland, ME**
Fixed Asset Intern
- Prepared journal entries to record the disposal and transfer of assets
 - Recalculated depreciation on individual assets
 - Researched locations of assets and assigned proper coding
- 1998-2004 **USDA Forest Service: White Mountain National Forest, Plymouth, NH**
Collection Officer & Federal Protection Officer
- Frequent interaction with the public
 - Collected, counted and prepared reports for recreation fees paid
 - Managed visitor information centers including supervision of 20 employees and volunteers

KERRIN A. ROUNDS, CPA

Community Involvement

- NH Society of Certified Public Accountants, Young Professional Committee Member, 2012 - Present
- Town of Bristol, NH, Budget Committee Member Elect, 2012 – Present
- Town of Bristol, NH, Trustee of the Trust Fund Elect, 2013 - Present

Computer Knowledge

- Advanced Knowledge of Microsoft Word, Excel, and PowerPoint
- Intermediate Knowledge of Microsoft Access

Additional Training

- Introduction to Lean, September 2011
- Foundations of Supervision, December 2010
- Effective Speaking and Presentation Dynamics, January 2008
- Reading and Writing Statute, May 2007
- Powerful Communication Skills, December 2006
- Writing Effectively, March 2006
- Microsoft Access Overview, August 2005