



State of New Hampshire Department of Revenue Administration



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John T. Beardmore
Commissioner

July 31, 2013

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 respectfully requests to place Mr. Donald Dibble at the second step for the position of Field Audit Leader, of the Audit Division, (9U153) unclassified salary grade DD, earning \$64,063.76 annually, effective August 14, 2013, upon Governor & Council approval. Funding is 100% General funds.

EXPLANATION

The Department of Revenue Administration requests, pursuant to RSA 94:6, the Governor and Council approve an entrance salary higher than minimum within the established range for position #9U153, Field Audit Leader, for Mr. Donald Dibble.

Mr. Dibble has been employed at the Department of Revenue Administration for over thirteen years, and has held the position of Tax Auditor IV for the last six years. Mr. Dibble is a Certified Public Accountant with over fifteen years of tax experience in both the public and private sectors. The minimum salary for unclassified position Field Audit Leader (9U153) is less than his current salary of \$57,934.50. Mr. Dibble continually performs his work in an exemplary manner and demonstrates an extraordinary work ethic.

In his current position, Mr. Dibble is responsible for performing complex tax audits of businesses and individuals for the Department. In his new position, he will be responsible for managing and training a core group of professional auditors to focus on large regional business tax audits, Medicaid enhancement tax and nursing facility quality assessment tax audits, and communications services tax audits, among others. Based on Mr. Dibble's extensive qualifications and the additional duties he will be assuming, the Department believes that he should be placed into the Field Audit Leader position, unclassified grade DD at the second step, \$64,073.76.

Very truly yours,

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.

Donald C. Dibble, CPA
59 Old Milford Road
Mont Vernon NH 03057
(603) 673-0573

Position: Field Audit Leader

Experience

Jan 2000 to Present

New Hampshire Department of Revenue, Audit Division

Auditor to Senior Auditor and currently Audit Group Supervisor

- Analyzes and reviews completed field and desk audits prepared by tax auditor team
- Trains and motivate audit team members
- Conducts complex audits of multi-state business organizations as well as specialized industry to determine accuracy of information reported
- Negotiated resolution to high dollar audit cases
- Prepares the audit division's positions for disputed cases
- Researches tax court cases and testifies in tax-related administrative hearings
- Develops work methods and provides training for assigned team auditors; resolves personnel problems as necessary
- Acts impartially to settle disputes between team members and taxpayers/representatives in a fair and equitable manner
- Initiates telephone contacts or correspondence with attorneys, company tax accountants and tax return preparation personnel to secure or provide information on tax matters
- Works on various special projects as assigned by the Director or Assistant Director of Audit
- Coordinates and manages a portion of the Audit Divisions non-filer and delinquency programs
- Experience with Audits electronic workpaper organization software

Oct 1998 to Oct 1999

Seelye and Shultz PA, CPA 451 Amherst Street, Nashua, NH

Accountant

- Auditing and reviewing financial statements for corporations
- Preparation of audit workpapers and supporting documentation
- Worked directly with taxpayers and the taxpayers staff in compilation of the company's/individual tax returns
- Designed and prepared worksheets for the use of the firm
- Preparation of federal and state corporate, partnership and individual income tax returns
- Preparation of federal and state payroll returns
- Federal and state reporting for non-profit organizations

Sept 1997 to Sept 1998

Hydra, LLC, 16 Northwestern Drive, Salem, NH

Accounting Manager for a multimillion dollar manufacturing facility.

- Financial reporting internal and to a parent company based in Germany
- Cost accounting
- Annual audit planning, preparation and execution
- Cash management
- Budgeting
- International shipping and sales
- Human resources

Education

1994

Franklin Pierce College NH, Bachelors of Science Degree in Accounting, Achieved Departmental Honors (3.7 GPA and 3.1 GPA overall)

1991

New Hampshire Technical College Nashua NH, Associate's Degree in Business Management