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State of New Hampshire

Department of Revenue Administration

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John T. Beardmore
 Commissioner

Kathryn E. Skouteris
 Assistant Commissioner

December 21, 2015

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. Lisa A. Qualter at Step 2 of unclassified salary grade CC, earning \$61,138.48 annually, for the position of Lead Tobacco Auditor (Multi State Tax Auditor) position #9U291, 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 of unclassified salary grade CC for Ms. Lisa Qualter, position #9U291, Lead Tobacco Auditor (Multi State Tax Auditor), within the Audit Division.

The Lead Tobacco Auditor is responsible for conducting examinations of compliance with the Tobacco Master Settlement Agreement and state tobacco tax laws. The scope of work requires a broad understanding of the tobacco industry tax laws, the Internal Revenue Code and regulations, court decisions in the area of federal and state taxation, generally accepted accounting principles and any specialized industry practices and procedures.

Ms. Qualter has been employed by the Department of Revenue Administration for over 10 years and possesses a Bachelor's Degree from St. Anselm College. Ms. Qualter currently holds the position of Tax Field Auditor II within the Tobacco and Multi Entity Group of the Audit Division. In this position she is responsible for auditing tobacco wholesalers and retailers, both in and outside of the State of New Hampshire and works with the Attorney General's Office to ensure diligent enforcement of the Tobacco Master Settlement Agreement. Ms. Qualter also attends hearings on behalf of the Department to present testimony regarding tobacco issues.

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.

Based upon Ms. Qualter's education and experience within the Tobacco and Multi Entity Group, the Department believes that she should be placed into the Lead Tobacco Auditor (Multi State Tax Auditor) position #9U291, unclassified grade CC, at Step 2 of unclassified salary grade CC, earning \$61,138.48 annually.

Sincerely,

A handwritten signature in black ink, appearing to read "JTB", with a long horizontal flourish extending to the right.

John T. Beardmore
Commissioner

LISA A. QUALTER

OBJECTIVE

To obtain the Lead Tobacco Auditor position at the NH Department of Revenue Administration.

EDUCATION

SAINT ANSELM COLLEGE | BACHELOR OF ARTS, SOCIOLOGY | AUGUST 1995-MAY 1999

EXPERIENCE

TAX FIELD AUDITOR II | NH DEPARTMENT OF REVENUE ADMINISTRATION | MARCH 2014-PRESENT

- Completes field and desk audits of both resident and non-resident tobacco wholesalers.
- Works in conjunction with the Attorney General's Office to ensure diligent enforcement of the states Master Settlement Agreement.
- Completed multiple compliance reviews of in state retailers and seized untaxed tobacco products.
- Attends hearings on behalf of the division to present testimony regarding tobacco issues.
- Conducts numerous trainings on behalf of the Department to promote tobacco compliance to retailers and wholesalers.
- Maintains all tobacco filings for wholesalers and manufacturers which include Pact Act Reports, manufacturer reports, and both resident and non-resident wholesaler cigarette tax reports.
- Worked with additional auditors in the tobacco group to create an outline for a database to streamline the tobacco auditing reports.
- Collaborated with the Department's Policy analyst to create tobacco legislation.

COMPLIANCE OFFICER II | NH DEPARTMENT OF REVENUE ADMINISTRATION | JULY 2005-MARCH 2014

- Collected delinquent taxes and returns for all taxes administered by the DRA.
- Reviewed and analyzed tax returns to determine liability, conducted asset and title searches to locate assets and take appropriate legal action to secure the debt.
- Initiated direct contact with taxpayers, accountants and attorneys to explain filing requirements, cite tax laws and specific rules.
- Negotiated payments on delinquent tax accounts.

LOAN OFFICER | AEGIS LENDING CORPORATION | JULY 2004-APRIL 2005

- Initiated contact with clients and counseled individual borrowers on their financial needs.
- Reviewed all customer debt, credit reports and personal bank statements to determine credit worthiness.

GOVERNMENT MORTGAGE COUNSELOR | MERRILL LYNCH | DECEMBER 2002-MAY 2004

- Supervised a team of 10 government mortgage counselors.
- Trained all new counselors, conducted coaching sessions and updated daily reports to ensure that all deadlines were met per government regulations.
- Carried an individual caseload of 80+ loans and researched credit, assets and income to determine credit worthiness.

CONVENTIONAL MORTGAGE COUNSELOR | CENDANT MORTGAGE | MARCH 2001-DECEMBER 2002

- Researched credit, assets and income of the client.
- Reviewed all documentation supplied by the client to ensure accuracy and report any signs of fraud.

APPRAISAL COORDINATOR | CENDANT MORTGAGE | JULY 2000-MARCH 2001

- Responsible for ordering and tracking a caseload of 100+ caseload of appraisals.
- Maintained daily contact with mortgage counselors and appraisers to ensure deadlines were met.