



State of New Hampshire Department of Revenue Administration

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John T. Beardmore
Commissioner

Lindsey M. Stepp
Assistant Commissioner

September 6, 2016

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 Mr. Amir Alic at Step 2 of unclassified salary grade CC, earning \$61,138.48 annually, for the position of Multi State Tax Auditor, position #9U585, 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 Mr. Amir Alic. Mr. Alic is currently employed with the State of New Hampshire, Lottery Commission, in the classified position of Gaming Audit Supervisor (Supervisor VI), classified salary grade 27, annually. Compensation at step 1 of unclassified salary grade CC is less than his current salary, and step 2 of unclassified salary grade CC will place Mr. Alic within the promotional progression of unclassified salary grade CC.

The Multi State Tax Auditor position is responsible for conducting examinations of tax returns filed for the various taxes administered by the Department of Revenue Administration at the taxpayers' place of business. Such audits are generally for compliance under the business profits tax and business enterprise tax, but may include some analysis to determine compliance with other tax laws administered by the Department. Conducting an audit requires a broad understanding of the Internal Revenue Code, Internal Revenue Service regulations, court decisions in the area of federal and state taxation, generally accepted accounting principles and any specialized industry practices and procedures.

Mr. Alic possesses a bachelor's degree from Plymouth State University and is a licensed Certified Public Accountant. In Mr. Alic's first position at the Lottery Commission he performed as the Internal Auditor. In this position he planned and managed agency audits and contractor financial records to determine compliance with state and federal regulations and directives. Mr. Alic also reviewed audit reports of staff to ensure the establishment of audit trails. In Mr. Alic's position as Gaming Audit Supervisor (Supervisor VI), he developed, implemented and evaluated the operations of the audit department. Additionally, Mr. Alic analyzed and planned program objectives and policies to make recommendations

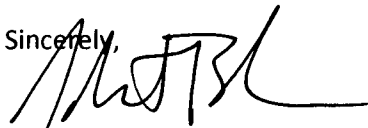
TDD Access: Relay NH 1-800-735-2964

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.

for change. Subsequently, Mr. Alic supervised the implementation of program objectives, including reviewing reports of subordinate employees to support recommended policy revisions.

Based upon Mr. Alic's education and experience, the Department believes that he should be placed into the Multi State Tax Auditor position #9U585, 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

STATEMENT OF PURPOSE:

To use my fiscal experience and people skills combined with my education in a business environment.

EDUCATION:

Bachelor of Science in Accounting, Plymouth State University, Plymouth, NH (2012)

Successfully passed the CPA exam (2014)

PROFESSIONAL EXPERIENCE:

Gaming Audit Supervisor – State of NH Lottery Commission

2015-present

- Develop, implement, supervise and evaluate the operation of the audit department of the NH Lottery
- Plan, analyze and evaluate program objectives and policies for the audit section and make recommendations for change
- Supervise the implementation of program objectives, including reviewing reports of subordinate employees and recommends policy revision to higher level managers
- Identify training needs for professional and technical staff and approves training requests in order to meet agency staff development goals
- Recommend personnel actions for subordinate employees, including decisions related to hiring, merit increases, disciplinary action, or performance appraisal

Internal Auditor – State of NH Lottery Commission

2013-2015

- Plan and manage agency audits and/or contractors' financial records to determine compliance with state and federal regulations and directives
- Review audit reports of staff to ensure the establishment of audit trails with exceptions noted
- Coordinate the development and drafting of plans, policies and procedures of auditing unit
- Present findings of audits to licensee management and recommend corrective action, follow up on the results of any corrective action implemented
- Make on-site observations and examinations of documents, financial statements and source records
- Manage the preparation of annual operating budget and forecasts and review with agency management
- Prepare monthly bank to database reconciliations
- Review internal controls of the department's various departments to ascertain compliance

ADDITIONAL EXPERIENCE:

- Laconia Human Relations Committee (LHRC) – Co-Chair
- Trained Medical & Legal Interpreter
- Belknap County Victim - Offender Mediator
- Family Violence Prevention Council (FVPC) – Chair