**UNEMPLOYMENT INSURANCE AUDITOR III**  
Division of Employment Security / UI Tax Unit  
Could be located in Kansas City, Springfield or Jefferson City  
Salary Range: $40,500 - $55,000  
Posting Dates: November 5, 2019 – November 12, 2019

The Department of Labor is looking for a UI Auditor III who will select, train, direct, and evaluate staff. This position provides technical assistance to, and reviews the work of Unemployment Insurance Auditor I/II’s and others engaged in investigations of employer liability and securing delinquent employer reports and taxes.

**Key Responsibilities:**
- Supervises assigned areas within the Western Region of the state.
- Confers with and assists employers in matters pertaining to the unemployment compensation law and division policies and procedures.
- Assists in the supervision of a moderately large contributions field staff in a large metropolitan area.
- Prepares daily and other periodical reports based on investigative information.
- Acts as Division Representative for administrative appeal hearings.
- Serves legal documents, such as assessments and subpoenas to obtain employer records.

**Qualifications, Key Skills, and Knowledge:**
- One or more years of experience as an Unemployment Insurance Auditor II, Contributions Supervisor, or Claims Supervisor, OR Two or more years of experience as an Unemployment Insurance Auditor I, Contributions Specialist II or Claims Specialist II.  
  
  OR  
  A Bachelor's degree in Accounting, Business or Public Administration, or Finance, including at least 6 earned credit hours in Accounting; and, Two or more years of professional experience in business or public administration, law, accounting, auditing, or in a state or federal unemployment insurance program, that involved either keeping fiscal records and preparing state and federal tax reports, or credit, collections, tax, compliance, employment security, or fiscal investigations. (Experience may substitute for education.)
- Comprehensive knowledge of federal/state laws relating to unemployment compensation.
- Comprehensive knowledge of accounting principles, systems, and procedures.
- Ability to manage change, provide program management, and achieve results.

**To Apply:**
Submit a cover letter, resume, and transcripts to: humanresources@labor.mo.gov, fax to 573-751-3668 or mail to: Human Resources, PO Box 510, Jefferson City, MO 65102.