

PAIRLEE S HUNTER

SUMMARY

Resourceful individual attentive to details and highly trained in sales tax preparation and sales tax auditing

SKILLS

Experience in words, excel, power point
General ledger entry balancing Tax auditing
Accounts analysis
Oral and written communications

EXPERIENCE

11/1988 to 12/2018 Revenue Auditor

Retired, State of Illinois, Department of Revenue – Springfield, IL

I worked as a Revenue Auditor for thirty years; my were to audit various companies for sales and income tax. In auditing for sales tax, it was my responsibility to make sure that the taxpayer is complying with charging and assessing the proper sales tax rate for Illinois. This included reconciling the sales tax returns line 1 to the federal returns line 1 which would the total sales. My responsibilities also included compiling data to examine sales invoices, POS registers, receipts in various forms, sales registers, general ledgers, and various other financial documents to ensure the proper tax was applied and assessed. I was also responsible for examining purchase and procurement documents es in making sure use tax was properly applied and paid on consumable items. Once the examination was complete, I would discuss the findings with the taxpayer. If there were discrepancies then tax, interest and penalties were assessed. The state of Illinois administers over nineteen different tax categories. I have experience in auditing cash only businesses, telecommunication tax, service tax, hotel/motel tax, use tax on both purchases and sales, all the motor vehicle taxes, tobacco tax, and I am proficient in computer assisted auditing. In auditing for income tax, it was my responsibility as an auditor to do compliance auditing on the income tax returns of taxpayers. as well as compliance auditing of any other tax in which the taxpayer was liable for. This was done to make sure that the taxpayer was complying in all the tax areas in which they were liable for. Income tax compliance auditing consisted of making sure that what was reported on the Illinois income tax return, could be controlled using the federal return. Line 1 of the Illinois return was compared and examined to what was reported on the federal return for Illinois. Certain additions and subtractions were examined and compared to the federal returns. All findings were compiled and submitted for review. All discrepancies were discussed with the taxpayer, and tax, interest and penalties were assessed if needed to be.

During my tenure with the Illinois Department of Revenue, I completed training of and mentorship of new hires .

EDUCATION AND TRAINING

1978 Bachelor of Arts: Marketing/Business Administration, Delta State University-Cleveland MS

January 1979- May 1980

24 semester hours of MBA Courses, Delta State University, Cleveland, MS

January 1983 December 1986

Waubonsee Community College, Pursuing coursework in accounting

January 1987-April 1988

North Central College, Naperville, IL Pursuing coursework in accounting

Organizations and Volunteer Work

A member of Delta Sigma Theta Sorority, Inc

A member of Gayles Memorial Baptist Church

Volunteer at Northern Illinois Food Bank

Volunteer at Hesse House

Volunteer at Aurora Back to School Supply Drive, August 2020

**Member and Volunteer in Back to School Supply Drive, West Bolivar High School
Greeks, Rosedale Mississippi**