

**CITY OF HAMILTON, OHIO
DEPARTMENT OF CIVIL SERVICE**

**LEGAL NOTICE OF CIVIL SERVICE EXAMINATION
(OPEN, NON-COMPETITIVE)**

To establish an eligibility list for the following classification, an open, non-competitive Civil Service examination will be conducted.

CLASSIFICATION: SENIOR TAX AUDITOR

This is difficult, technical and complex professional tax, accounting and administrative work involving the application of accounting and auditing practices including the maintenance and adjustment of city income tax returns and internal reporting. Requires practical knowledge of the income tax requirements of this City as well as those of the other cities for which Hamilton acts as a collection agent.

Example of illustrative tasks of this position would include, but not be limited to, the following:

- Oversees audits of business/individual income tax returns and reconciliation of W-2's
- Audits and analyzes financial statements for income tax purposes
- Prepares schedules and reports for use by internal management and staff
- Prepares schedules and reports for use by external auditors
- Oversees the refund process and initiates requests for checks to finance
- Attempts to collect delinquent accounts to the point of legal action
- Maintains a schedule of monthly Trust balances for the other cities
- Reviews, verifies and authorizes extraordinary transactions
- Verifies accounting classifications assigned to tax transactions
- Maintains and implements internal controls on both a physical and theoretical level to ensure the safeguarding of assets within the division
- Develops and suggests office procedures and works with the Tax Commissioner to implement office procedures
- Performs field audits
- Performs other related duties as required.

This position requires graduation from an accredited college or university with a Bach. Deg. in Finance or Accounting or equivalent experience and training in an Ohio municipal income tax office (five yrs. min.) which supplies the necessary knowledge, skills and abilities to perform the essential job functions. Work experience within an Ohio county, state or local government is a plus. Desire two years of supervisory experience in a business office.

Drug screen, medical exam, background and credit investigations relative to candidate integrity will be conducted and will be qualifying.

Selected candidates whose background and work history demonstrate the strongest credentials in relation to position duties will then be invited for an oral interview. Each application or resume should contain sufficient detail regarding work history and relevant background so that a meaningful initial evaluation may be accomplished.

Current detailed resumes must be submitted in Word or PDF by **5:00 PM on Tues., 11/17/15** to: Civil Service Dept., One Renaissance Ctr., 345 High St.-1st Fl., Hamilton, OH 45011 by email: cspersonnel@ci.hamilton.oh.us OR fax: (513) 785-7037. If necessary, application may be made in person. Specify interest in **SR. TAX AUD.**

Salary: \$59,613-\$75,733

Class Code: 2022

Probation Period: One Year

The City of Hamilton is an EEO & AAE. Minorities and women are encouraged to apply.

Posted: October 21, 2015 :