

Part-Time Finance (Income Tax) Clerk
City of Moraine, Ohio
Salary – Listed Below

This position provides customer service; assists in the examination and auditing of municipal income tax returns to verify completeness and accuracy of returns; prepares and enters income tax return data into tax software; calculates penalty and interest on delinquent taxes; contacts taxpayers to file returns and/or to make income tax payments; maintains official income tax records and other official financial records related to municipal income taxes; prepares daily bank deposit; opens and date stamps mail related to income taxes; assists with phone and in-person income tax inquiries; performs other related duties as assigned such as performing administrative tasks and support within the Finance Department. Candidates **must have** a minimum of 2 years income tax experience, preferably municipal income tax and financial experience; **must be** bondable, discrete and able to observe all rules of confidentiality; and possess excellent communication and customer service skills, along with excellent computer and office skills. Starting rate of pay is \$13.85 per hour, no exceptions; the pay range is from \$13.85 to \$16.84 hourly. To apply for the position, please complete an online application at www.ci.moraine.oh.us and attach a resume to the online application. Applications without an attached resume will not be considered.

Applications will be accepted until position is filled.

Salary Range: \$13.85 to \$16.84 hourly

Hours Range: 20-25 hours per week

A post offer, pre-employment drug screening and background check is required.

THE CITY OF MORaine IS AN EQUAL OPPORTUNITY EMPLOYER