



**City of Sidney
Internal and External Job Posting**

Job Title: Income Tax Administrator
Department: Revenue Collections
Supervisor: Revenue Collections Manager
Hours of Work: 40 (Monday – Friday) (must be available for overtime)
Annual Salary: \$48,214 to \$60,132

Job Description Summary:

The Income Tax Administrator is responsible for the billing and collections of income tax and lodging tax. The Income Tax Administrator must maintain an expert level of knowledge on municipal income tax.

Job Requirements:

- Maintain an in-depth knowledge of the City's Income Tax Ordinances, Ohio law pertaining to municipal income tax, and current developments in municipal income tax and federal income tax.
- Input and audit Sidney income tax returns. Review tax returns and correspondence prepared by other employees to assure compliance with laws, accurate recording in the software and clear, concise communication with taxpayer.
- Address customer problems and attempt to find solutions. Ensure that each customer receives outstanding service.
- Recommend and implement operational and procedural improvements for the staff, as well as design of new tax forms, computer reports and website information. Coordinate activities with the Information Technology department.
- Reconcile tax software data with financial accounting software.
- Prepare monthly and annual tax reports, as necessary.

Qualifications:

- Associates degree from an accredited college with at least six credit hours in Accounting or Taxation or any equivalent combination of experience and training. Bachelor's degree in accounting preferred.
- Experience in the preparation of federal and local income tax returns for both individuals and businesses.
- Experience in customer service or other related experience requiring communication skills on the telephone and in person.

A more detailed Position Description, Benefit Summary and Job Application form is available from the City's web site www.sidneyoh.com and from the Receptionist at 201 W. Poplar St. Sidney, OH 45365. To apply: Please submit: cover letter, resume & application to Lynn Shuster, Receptionist, by **5:00 p.m. on Friday, October 9, 2015.** Mail to 201 W. Poplar St. Sidney OH 45365, Fax: 937 498-8160 or email: Vallen@sidneyoh.com.