



City of Findlay : <https://www.findlayohio.com/government/city-departments/human-resources-and-performance-excellence/job-openings>

<b>Job Title:</b>	Income Tax Administrator	<b>Job Category:</b>	EEO-1
<b>Department/Group:</b>	Income Tax	<b>Tested</b>	No
<b>Exempt:</b>	Yes	<b>Classified:</b>	No
<b>Level/Salary Range:</b>	\$2,322.40 - \$3,651.20/Bi-weekly	<b>Position Type:</b>	Full-Time
<b>Appointed:</b>	Yes	<b>Hours Worked:</b>	8:00am-5:00pm

**Summary**

The incumbent is responsible for managing the operations of the City Income Tax Department. The incumbent has broad authority to plan, develop, and document any processes for which the City Income Department is responsible, toward the administration and enforcement of the Income Tax Ordinance and the complementing Rules and Regulations. The incumbent is also responsible for administering and enforcing the Income Tax Ordinance for the Villages of Arlington, Vanlue, Carey, and Mount Blanchard.

**Job Description**

**SUPERVISORY & ESSENTIAL RESPONSIBILITIES**

Leads and supervises all City and temporary employees in the City Income Tax Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises City Income Tax Department staff; assigns work and evaluates and monitors their performance;
- Coordinates staff efforts to preserve and control data and source documents that the department receives or generates;
- Secures and deposits funds coming into the department from external sources;
- Drafts, recommends, and enforces Tax Department employees’ day to day tasks, evaluating their job performance as required;
- Anticipates and adapts the department’s work to technological changes as they occur;
- Implements sound financial accounting and tax principles with the department’s work; ensures that employees are trained on those principles, using them effectively to accomplish their tasks;
- Interprets and ensures that department employees correctly apply Municipal Income Tax Ordinances, Ohio Revised Code, the Internal revenue code, US Treasury Department Regulations, and any relevant complementing rules and regulations;
- Devises or approves forms, pamphlets, news releases, and other materials and documents necessary to perform City Income Tax Department work;
- Ensures that tax receipts, refunds, and taxpayer inquiries or protests are processed in a timely manner;
- Participates in the drafting of City Ordinances and rules regarding income tax;
- Interacts with the City Income Tax Board and City Council as needed;
- Maintains relationships with practitioners in the tax field as the City’s first contact regarding City Income Tax issues;
- Provides training and information to practitioners, news media, taxpayers, and other interested parties regarding City Income Tax data and procedures;
- Coordinates collection of delinquent taxes while employing sound court procedures and adhering to applicable Federal bankruptcy laws; and participates as a City representative in the appeals process;



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- Provides data analyses to City Administration and Council regarding estimated annual tax collections, compliance and related issues;
- Works with City Departments and vendors regarding finance, computer software, public interest issues etc.
- Works with Computer Services Department and software developers to optimize and maximize use of viable software applications, database, reports, etc.
- Prepares and controls department operating budget
- Performs other duties as required.

**LICENSES AND CERTIFICATIONS**

Valid Ohio Driver’s License

**EDUCATION AND/OR EXPERIENCE**

Bachelor’s Degree in Finance, Accounting or a related field is required. Master’s Degree in Accounting, Finance or Business is highly desired. Must have extensive experience of at least five (5) years in municipal or government tax as a practitioner.

**OTHER KNOWLEDGE, SKILLS AND/OR ABILITIES**

- Ability to interact effectively and in a friendly and courteous manner with the public, City Officials, department heads, staff and other City employees;
- Ability to make decisions based on sound judgement and experience, following commonly used methods in the taxation field;
- Excellent communication skills; both verbally and in writing;
- Demonstrated ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy;
- Ability to excel in a fast-paced environment with multiple priorities and details.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and ability to focus. The employee may lift up to 20 lbs.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Reviewed By:	Income Tax Administrator	Date:	July 14, 2020
Approved By:		Date:	September 14, 2020
Last Updated By:	Director of HR	Date/Time:	July 14, 2020